

**LIBRARY OF CONGRESS
FY 2006 BUDGET JUSTIFICATION
TABLE OF CONTENTS**

	<u>Page Reference</u>
<u>Overview</u>	1
<u>Organization Charts</u>	11
 <u>Summary Tables</u>	
- Resource Summary	13
- Resource Summary – Analysis of Change	14
- Total Funds Available – All Sources	15
- Statement of Receipts	16
- Staffing Summary – FTEs	17
- Staffing Summary – Analysis of Change	18
- Comparison of Appropriations, Staff and Workload Statistics	19
- Supplemental Data on Mandatory Increases	20
- Supplemental Data on Price Level Increases	21
 <u>Administrative Provisions</u>	 23
 <u>Library of Congress, Salaries & Expenses</u>	
- Analysis of Change	27
- Summary By Object Class	28
- FY 2006 Justification	29
 <u>National Library - Basic</u>	
- Analysis of Change	31
- Summary By Object Class	32
- FY 2006 Justification	33
 <u>Purchase of Library Materials</u>	
- Analysis of Change	53
- Summary By Object Class	54
- FY 2006 Justification	55

Page Reference

Office of Strategic Initiatives

- Analysis of Change 61
- Summary By Object Class 62
- FY 2006 Justification 63

Cataloging Distribution Service

- Analysis of Change 81
- Summary By Object Class 82
- FY 2006 Justification 83

Law Library

- Analysis of Change 91
- Summary By Object Class 92
- FY 2006 Justification 93

Office of the Librarian

- Analysis of Change 99
- Summary By Object Class 100
- FY 2006 Justification 101

Human Resources Services

- Analysis of Change 109
- Summary By Object Class 110
- FY 2006 Justification 111

Integrated Support Services

- Analysis of Change 115
- Summary By Object Class 116
- FY 2006 Justification 117

Page Reference

Security and Emergency Preparedness

- Analysis of Change 129
- Summary By Object Class 130
- FY 2006 Justification 131

Copyright Office, Salaries & Expenses

- Analysis of Change 143
- Summary By Object Class 144
- Estimated Value of Materials Transferred to the
Library of Congress in FY 2004 145
- Receipts and Obligations - FY 2001 - 2006 146
- FY 2006 Justification 147

Basic

- Analysis of Change 155
- Summary By Object Class 156
- FY 2006 Justification 157

Licensing

- Analysis of Change 161
- Summary By Object Class 162
- FY 2006 Justification 163

Copyright Arbitration Royalty Panels

- Analysis of Change 165
- Summary By Object Class 166
- FY 2006 Justification 167

Copyright Royalty Judges

- Analysis of Change 169
- Summary By Object Class 170
- FY 2006 Justification 171

Congressional Research Service, Salaries & Expenses

- Analysis of Change	175
- Summary By Object Class	176
- FY 2006 Justification	177

Books for the Blind and Physically Handicapped, Salaries & Expenses

- Analysis of Change	187
- Summary By Object Class	188
- FY 2006 Justification	189

Reimbursable Program

- Analysis of Change	193
- Summary By Object Class	194
- FY 2006 Justification	195

Revolving Funds

- Analysis of Change	197
- Summary By Object Class	198
- FY 2006 Justification	199

Architect of the Capitol - LC Buildings & Grounds

- FY 2006 Justification	203
-------------------------------	-----

**LIBRARY OF CONGRESS
FY 2006 BUDGET REQUEST
OVERVIEW STATEMENT**

INTRODUCTION

The Library of Congress is the world's largest and most comprehensive library, maintaining collections of approximately **130 million items** — in more than **470 languages** and in all formats. The Library is the principal source of research support for the United States Congress, providing everything from research on current public policy issues to information to answer constituents' requests. In addition, this international treasure serves libraries across the nation and around the world. The Library of Congress sets industry standards for the information community and provides leadership for libraries everywhere. The vast collections, coupled with staff expertise, provides wisdom and knowledge for current and future generations.

THE LIBRARY OF CONGRESS OF TODAY

The Library holds approximately:

- 29 million books and other printed materials
- 58 million sheets of manuscripts
- 12 million photographs
- 4.8 million maps
- 5.1 million items in the music collection
- 2.7 million sound recordings on all format media (from wax cylinders to WAV files)
- 957 thousand motion pictures

Every workday the Library adds more than 10 thousand new items to the collections.

In addition to its collections, the Library provides numerous specialized services.

In FY 2004, the Congressional Research Service provided exclusive policy research for Congressional members, covering over 200 active legislative issues by preparing and updating nearly 1,000 reports and delivering nearly **900 thousand** responses.

The Copyright Office administered the U.S. copyright laws and acquired the copyrighted works for the collections of the Library, registering more than **661 thousand** copyright claims.

The Books for the Blind and Physically Handicapped program circulated more than **23 million** books and magazines, free of charge, to the blind and disabled.

The Library assisted the nation's local libraries by cataloging more than **300 thousand** books and serials, providing the bibliographic records to libraries everywhere.

Finally, the Library provided free Internet access to **more than 75 million records**. The web site, www.loc.gov **recorded more than 3.4 billion hits** in FY 2004 — a 27 percent increase over the number of hits recorded in FY 2003.

THE LIBRARY'S ORGANIZATIONAL STRUCTURE

The organizational charts in the next section of this document provide only a current snapshot of a structure that will be adapting necessarily to a rapidly changing working environment.

Every service unit within the Library continues to examine its organizational structure to determine where changes are needed to take advantage of new technology and to sustain the varied knowledge competencies needed to serve the Congress and its constituents.

The FY 2006 charts reflect two major changes: the realignment of Library Services from seven to five directorates, and the Congressionally-mandated addition of a new Library program — the Copyright Royalty Judges.

LIBRARY'S VISION AND STRATEGIC PLAN

The Library has articulated 18 goals to reach its vision of acquiring, preserving, and providing access to its collections in fulfilling its responsibilities to serve the Congress, the United States government, the scholarly and library communities, and the American and international public.

As it enters the 21st century, the Library is taking a hard look at what changes are necessary to ensure that we are as effective in the new millennium as we have been in the nineteenth and twentieth centuries.

In preparing the FY 2006 budget, the Library considered the areas that will be most changed by the transition from a largely print-on-paper collections to a hybrid collection that adds great numbers of digital materials to the mix. As we shape the Library of the future, we recognize the need to concentrate on seven areas. Specifically, we are seeking to: (1) build a stronger connection between the Library and the wider library community — thinking about what each institution has to contribute to create a national library to ensure all material is available, even if not physically housed at the Library of Congress; (2) redefine the Library's leadership role in describing and organizing information — adjusting cataloging methods and setting standards for the digital environment; (3) broaden our definition of preservation to include the preservation of "born digital" materials that will never have a paper manifestation and to work in partnership with educational and corporate partners to keep such materials available for subsequent generations; (4) reconceptualize our special collections development policies to include the digital creations of writers, artists, cartographers, photographers, and musicians; (5) digitize print resources to provide greater access, especially to younger readers who think "everything is on the Web"; (6) make more effective use of

technology — the best tool we have for making materials widely and equally accessible to those who cannot come to the Library of Congress; and (7) equip Library staff with the training they need to work effectively in the digital environment.

The Library of Congress has an expert and experienced staff. The subject experts and curators have deep knowledge of the Library's collections. Until now readers and researchers had access to that knowledge only when they came to the Library. With technology, we have an opportunity to combine collections and curatorial knowledge on the Library's Web site, greatly extending the reach of the Library, truly making it America's Library.

FY 2006 BUDGET REQUEST

In FY 2006, the Library of Congress requests a **total budget of \$627.802 million (\$590.795 million in net appropriations and \$37.007M in authority to use receipts), an increase of \$42.932 million above the FY 2005 level.** The total includes \$24.33 million in mandatory and price level increases and \$29.38 million in program increases, offset by \$-10.778 million in non-recurring costs. The Library's FY 2006 budget request is an increase of 7.3 percent above FY 2005.

Requested funding supports 4,365 full-time equivalent (FTEs), a net increase of 74 FTEs (8 annualized, 107 new, less -41 non-recurring FTEs) above the FY 2005 level of 4,291. Additional FTEs are requested to support the acquisition and preservation of the collections, information technology, security and facilities management.

Funding supports the Library's five major programs and management support services:

- **Library of Congress, S&E (\$409.079M/2,978 FTEs)** includes:
 - **National Library (\$306.437M/2,277 FTEs)**
 - National Library - Basic
 - Purchase of Library Materials (GENPAC)
 - Office of Strategic Initiatives
 - Cataloging Distribution Service
 - **Law Library (\$14.369M/101 FTEs)**
 - **Management Support Services (\$88.273M/600 FTEs)**
 - **Copyright Office, S&E (\$58.191M/530 FTEs)**
 - **Congressional Research Service, S&E (\$105.289M/729 FTEs)**
 - **Books for the Blind and Physically Handicapped, S&E (\$55.243M/128 FTEs)**

LIBRARY OF CONGRESS FUNDING PRIORITIES

1. Mandatory and Price Level Increases

The Library is requesting an additional **\$24.33 million to maintain current services**. This is the amount needed to support the annualization of the FY 2005 pay raise, the FY 2006 pay raise, within grade increases and staff reallocations, eight annualized FTEs, and unavoidable inflation and vendor price increases. These funds are needed simply to prevent a reduction in staff, which would severely impact the Library's ability to manage its diverse and complex programs, carry out its mission, and achieve its strategic goals and objectives.

2. Unfunded Mandates

The Library is requesting **\$2.501M and 3 FTEs for two unfunded mandates**, specifically, **\$1.201M for the Administration's Department of State (DOS) Capital Security Cost Sharing program, and \$1.3 million and 3 FTEs for the new Copyright Royalty Judges Program**.

Two years ago, the DOS launched a 14-year program to finance the construction of approximately 150 embassy compounds. The Library was assessed for FY 2006, \$2.4 million, based on the number of staff we have in overseas acquisitions field offices attached to an embassy. The Library has argued for a reduction in the assessment, based on the services provided to the Library by the DOS in diplomatic facilities, but the matter has not been resolved. We hope the amount will be less, but until a decision is reached, the Library must request full funding to protect itself.

The Copyright Royalty Distribution Reform Act of 2004, P.L. 108-419, signed into law on November 30, 2004, created a new program in the Library to replace most of the current statutory responsibilities of the Copyright Arbitration Royalty Panels (CARP) program. The new Copyright Royalty Judges (CRJ) program will determine distributions of royalties that are disputed and will set or adjust royalty rates, terms and conditions, except satellite carriers' compulsory licenses. The Satellite Home Viewer Extension and Reauthorization Act, signed into law on December 8, 2004, extends satellite compulsory licenses and requires CARPs, rather than CRJs, to set new rates for satellite retransmissions. The CARPs will be funded by participants in the proceedings and/or by royalties. Unlike CARP, the new CRJ program will be funded by new permanent net appropriations and nominal filing fees.

3. Major Ongoing Projects

The Library is requesting **\$7.284 million and 45 FTEs for several ongoing major projects** that are either in the last year of development or on a time-sensitive schedule that must be maintained if the entire project is to be successful and include the following:

- **National Audio-Visual Conservation Center (NAVCC), Culpeper, VA** – A five-year plan for the completion of NAVCC was submitted three years ago, and the work continues on track. The Library is requesting a net decrease of **-\$3.091M** and an increase of **+23 new positions/FTEs**, in FY 2006. In this third year of the capital project, the collections portion of the facility will be completed and collections will be moved from four disparate locations to Culpeper. The Library will begin to hire staff with the skills necessary to operate the state-of-the-art digital preservation system in the audio-visual laboratories. We are encouraged that graduate programs in audio-visual preservation have been started on several university campuses in anticipation of the new career opportunities for specialists in film and recorded sound studies. The Packard Humanities Institute donated \$120 million toward the NAVCC. This gift to the nation will result in an unparalleled conservation facility for materials that are held uniquely by the Library of Congress.
- **Copyright Re-Engineering Project** – FY 2006 is the final year of the Copyright Office's re-engineering initiative to transform the copyright work from manual to online, and will require **an additional \$4 million** to complete the project. The re-engineering program has been an extensive multi-year effort to redesign the Office's business processes, including the development of information technology infrastructure, new work flows, new job roles, and new facilities design. The new environment will support electronic delivery of copyright services. During FY 2006, Copyright will relocate staff to a temporary off-site leased space, reconfigure its main facilities, install new equipment, bring online the new IT system, and move staff back to the new space. Requested funding will support temporary lease space to relocate staff. Funding is also requested in the Architect of the Capitol's budget for construction costs.

- **Acquisitions (GENPAC/Electronic Materials) and Preservation** – The boundaries of the world become ever smaller as information production increases across the globe. There are greater opportunities to acquire new materials from parts of the world we have had little knowledge of up to now. The Library collects these little known and hard-to-find materials because it is in the national interest (especially in terms of security and trade) to have the resources that document other cultures and other nations. We are especially interested in acquiring the emerging electronic publications from all parts of the world, including the Web sites that are created for advocacy as well as education. In selecting the most important electronic resources, the Library places special emphasis on those databases and scholarly journals containing information needed to support the development of public policy.

The Library's FY 2006 acquisitions request is for an additional **\$2 million for the GENPAC program** to cover serial subscriptions and electronic resources and **\$1 million for CRS, to support fully all of its electronic resource** needs, which are critical to providing its analytic and research services to the Congress.

Preservation is a unique responsibility of the national library. It is the library that all

other libraries expect to keep materials in perpetuity. The Library requests **\$3.375 million and 22 NTE FTEs to continue the ongoing preservation efforts** required to place 4.5 million items, most of them audio-visual materials or special collections, in proper storage containers and safely move them to Ft. Meade, Culpeper and/or an off-site repository.

4. Major Ongoing Library-wide Projects

The Library is requesting **\$5.527 million and 7 FTEs for several Library-wide infrastructure projects** that support all organizational entities within the Library and are key to performing the Library's mission efficiently and effectively. Funding supports:

- **Information Technology (IT) – \$3.308 million and 5 FTEs.** IT support is one of the Library's most critical tools for achieving success. Included in this total is **\$571 thousand and 5 FTEs for the ITS System Engineering Group (SEG)** to support a workload that has grown dramatically in recent years. The current staff of SEG operates with single individuals shouldering responsibilities without backup. This situation presents a high-level of risk and places the Library in a highly vulnerable position. It is imperative that the Library mitigates this risk and protects itself against the potential loss of knowledge and skills in the event of illness or other unforeseen circumstances. The total also includes **\$1.017 million to support the increasing costs associated with the IT service provider contract.** ITS is already overworked with the vast increase in the Library's digital services. ITS will have to either curtail services or decrease equipment purchases, if funding is not provided. Finally, the total includes **\$720 thousand to gain certification and accreditation of Library IT systems and \$1 million to implement the next phase of the Library's new financial management information system – Momentum.**
- **Facility Services Modernization** – An increase of **\$1.473 million and 2 FTEs are requested to modernize the Library's facility services office,** which is responsible for planning and designing current and future space configuration needs for the Library. Many of the tasks associated with these responsibilities are executed manually, not linked, where automated, and/or operate on software that is more than a decade old. The Library has developed a roadmap (from the many internal and external audits/studies) to ameliorate noted deficiencies in organizational effectiveness. Requested funding supports that roadmap and provides contract support and two additional in-house staff.
- **Emergency Preparedness** – For those working in high threat areas, such as Capitol Hill, the value of emergency preparedness cannot be understated. The Library is requesting **\$746 thousand to implement its Continuity of Operations and Shelter-in-Place plans, and to purchase medical supplies in the event of a large scale emergency** that may affect Library personnel and visitors.

5. Sustaining Staff Capacity

Much like the mandatory and price level increases, the Library needs two critical payroll adjustments to maintain payroll purchasing power to sustain staff capacity. **CRS is requesting a one-time base adjustment of \$2.853 million**, as the actual cost per person has increased at a rate that far exceeds the funding provided in the budget process. Since 1995, the average cost for CRS to retain a high quality workforce, that meets the changing needs of the Congress, has increased nearly \$43 thousand per person (salary and benefits only) — roughly 62 percent. Without the one-time base adjustment, CRS would have to staff down to a level of approximately 700 FTEs. A reduction of 29 FTEs equates to approximately 48 thousand productive work hours a year or one less person for every 20 major policy areas in which the Congress can be expected to be actively engaged in FY 2006 — dramatically and adversely impacting CRS' ability to respond to Congressional requests.

Because of the FY 2005 rescission, the Library reduced pay in all offices by a total of \$-3.065 million. **The Library is requesting restoration of the \$3.065 million in FY 2006 to maintain its future payroll purchasing power** needed to sustain staff capacity. Over time, the Library will be forced to reduce staff in all offices, despite growing workloads and new challenges and responsibilities, if it is not allowed to recoup losses to its payroll budget.

6. Other Projects

The Library is requesting **\$8.15 million and 52 FTEs for five other critical initiatives** as follows:

- **Chinese Acquisitions** – \$493 thousand and 7 FTEs to support the new acquisitions methodology that has been successfully tested in China. China's prominence as a global power is increasing. The Library of Congress has the largest collection of Chinese materials outside China, and researchers need newly emerging electronic resources and the hard-to-obtain ephemeral materials from the provinces if they are to understand the dramatic changes in that country. This new acquisitions technique employs Chinese scholars to identify unique materials to add to the Library's collections.
- **Access to Law Collections** – **\$445 thousand** to begin reclassifying 800 thousand volumes or one third of the Law Library's legal collections from the obsolete "Law" shelving arrangements to the Library of Congress Class K international standard, to ensure the retrievability of invaluable and unique legal materials.
- **Central Classification and Staffing System** – **\$1.6 million in one-time funding** to procure and implement a new classification and staffing system. Replacement of the current system is needed to upgrade core requirements consistent with the Library's revised Merit Selection Plan and to allow the integration with the Library's emerging Human Resources Information System — a comprehensive web-based

system that will track all human resources functions.

- **Renovation and Restoration – \$1.515 million, in no-year funding**, to continue the renovation and refurbishment work in the Thomas Jefferson and John Adams buildings, to accommodate staff and mission critical programs. Funding will allow the completion of six of twelve remaining project areas. Maximizing available space on Capitol Hill is a priority for the Library and the restoration projects will provide much needed space for staff and programs.
- **Police Staffing – \$4.097 million and 45 FTEs** to continue addressing the police staffing shortfall of approximately 77 FTEs. Additional police positions are needed to meet minimum staffing levels at all public building entrances; staff new and enhanced fixed posts; and ensure an overtime rate that does not exceed 10-15 percent above the standard 40-hour work week.

ARCHITECT OF THE CAPITOL - LIBRARY OF CONGRESS BUILDINGS AND GROUNDS

The Architect of the Capitol (AOC) is responsible for the structural and mechanical care and maintenance of the Library's buildings and grounds. In coordination with the Library, the AOC has requested an **FY 2006 budget of \$83.318 million**, of which \$52.18 million supports projects specifically requested by the Library. The remaining funding supports the AOC's proposed multi-year life and safety capital improvements and its operating budget.

PROPOSED CHANGES TO LEGISLATIVE LANGUAGE

The Library has proposed language under the National Digital Information Infrastructure and Preservation Program (NDIIPP) Section, to set aside \$25 million of the \$75 million provided under the FY 2001 appropriations act, and exempt the set aside from the dollar-to-dollar match requirement. The set aside is to provide competitive grant funding for state governmental entities, who meet NDIIPP preservation partnership network building and digital content preservation grant guidelines, to preserve significant, at-risk, and born digital state and local government information.

The Library has also proposed new appropriation language to address the new Copyright Royalty Judges program, authorized by the Copyright Royalty and Distribution Reform Act of 2004.

The FY 2005 administrative provision limiting the Library's assessment for embassy construction to equal to or less than the unreimbursed value of the services provided to the Library on State Department diplomatic facilities is also maintained in FY 2006.

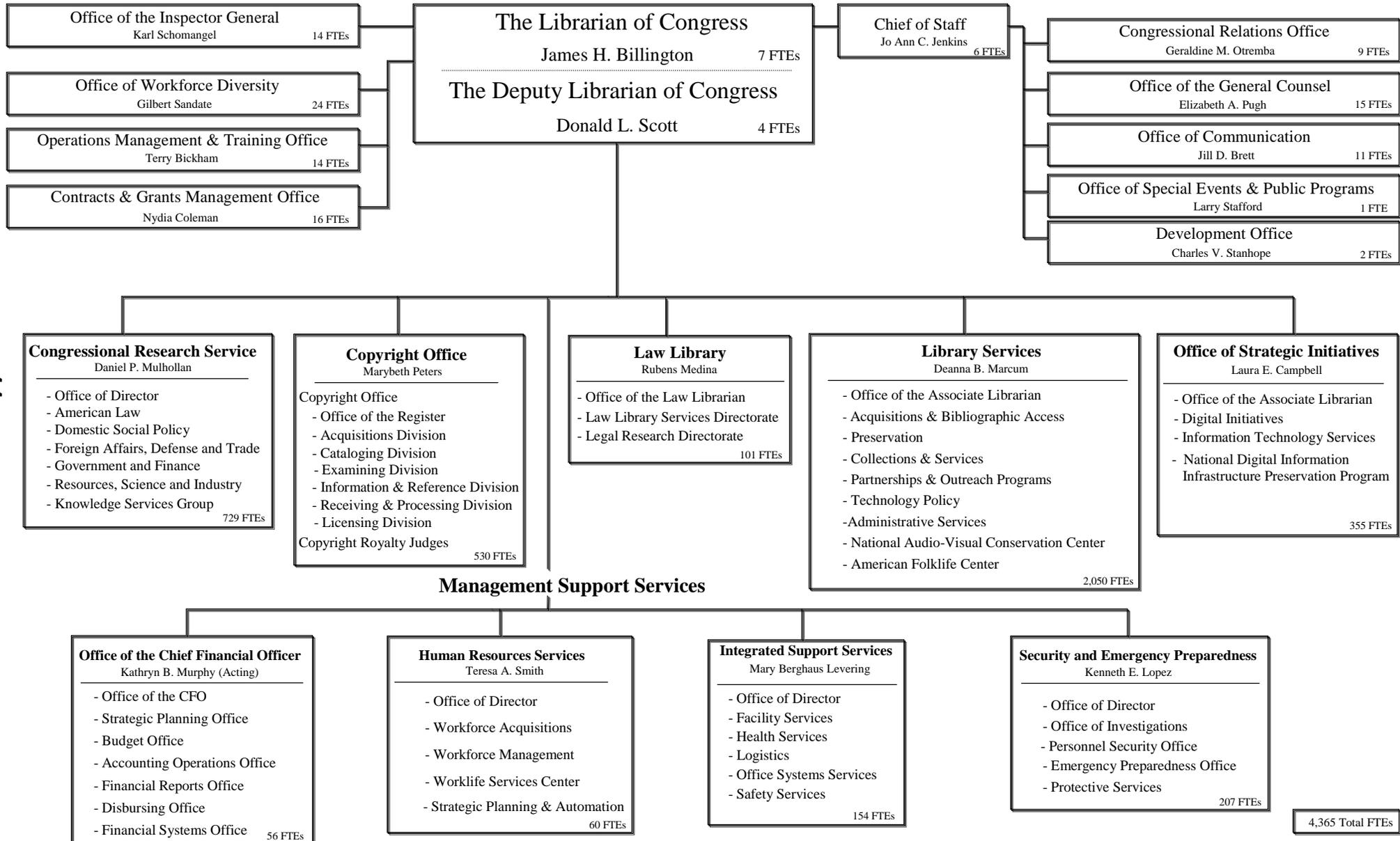
CONCLUSION

The Library must continue its traditional work with books and other artifacts while developing parallel programs with the exploding digital world. To continue performing its historic task of gathering knowledge and making it accessible, the Library must ask new questions, and develop new thinking, new definitions, and new ways of doing business.

The FY 2006 budget request will allow the Library to continue to move forward toward its digital goals, ensuring that all materials, regardless of format, will be acquired, preserved, and available to the Congress now and for generations to use and learn from in the future.

The Library thanks the Congress for its continued support of our efforts and investment in our programs, projects, and people. Together, we can accomplish much today and more tomorrow.

LIBRARY OF CONGRESS



Office of the Librarian

The Librarian of Congress

Directs the Library of Congress to create an environment that supports delivery of superior service to the Congress and the American people through effective communications and management of business, supporting processes, and financial resources that provides a safe and healthy workplace.

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent :	0	0	0
GS 13 - 14/WG Equivalent :	3	0	3
GS 7 - 12/WG Equivalent :	3	0	3
GS 1 - 6/WG Equivalent :	<u>0</u>	<u>0</u>	<u>0</u>
Total FTEs :	7	0	7

The Deputy Librarian of Congress

As Chief Operating Officer, manages the day to day operations of the Library of Congress

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	1	0	1
GS 7 - 12/WG Equivalent :	1	0	1
GS 1 - 6/WG Equivalent :	<u>0</u>	<u>0</u>	<u>0</u>
Total FTEs :	4	0	4

Total FTEs - 79

Contracts and Grants Management Office

Provides comprehensive contracting and grants management support for the Library; manages all procurement activity for the Library; provides administrative, managerial and technical direction, and policy guidance for the Library's grant programs.

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent :	2	0	2
GS 13 - 14/WG Equivalent :	3	0	3
GS 7 - 12/WG Equivalent :	9	0	9
GS 1 - 6/WG Equivalent :	<u>1</u>	<u>0</u>	<u>1</u>
Total FTEs :	16	0	16

Office of Workforce Diversity

The Office of Workforce Diversity (OWD) is responsible for creating a workplace environment that recognizes and respects the diversity that Library's employees bring to the workplace, and their valuable contributions that enable the Library to accomplish its mission. OWD manages the Library's Affirmative Action and Special Programs Office, the Dispute Resolution Center, and the Equal Employment Opportunity Complaints Office.

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent :	2	0	2
GS 13 - 14/WG Equivalent :	8	0	8
GS 7 - 12/WG Equivalent :	12	0	12
GS 1 - 6/WG Equivalent :	<u>1</u>	<u>0</u>	<u>1</u>
Total FTEs :	24	0	24

Operations Management & Training Office

The Operations, Management & Training Office supports the Deputy Librarian in his ability to respond to Congressional directives, implement operational policy, strengthen the communication, collaboration and delivery of support services, provide oversight and staffing to the Management Control Program Committee and create and maintain the proper training infrastructure, resources, and assessment tools to ensure a highly skilled, well-developed and diverse workforce.

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent :	0	0	0
GS 13 - 14/WG Equivalent :	6	0	6
GS 7 - 12/WG Equivalent :	2	0	2
GS 1 - 6/WG Equivalent :	<u>5</u>	<u>0</u>	<u>5</u>
Total FTEs :	14	0	14

Office of the Inspector General

The Office of the Inspector General prevents and detects fraud, waste, abuse and mismanagement in Library of Congress programs. The office performs financial, contract, IT, security, and performance audits and administrative investigations.

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent :	3	0	3
GS 13 - 14/WG Equivalent :	8	0	8
GS 7 - 12/WG Equivalent :	2	0	2
GS 1 - 6/WG Equivalent :	<u>0</u>	<u>0</u>	<u>0</u>
Total FTEs :	14	0	14

Office of the Chief of Staff

Office of the Chief of Staff

Manages the Office of the Librarian Service Unit and serves as key advisor to the Librarian for policy development and agency decision-making.

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	2	0	2
GS 7 - 12/WG Equivalent :	2	0	2
GS 1 - 6/WG Equivalent :	0	0	0
Total FTEs :	6	0	6

Total FTEs - 44

Congressional Relations Office

Ensures that the Library efficiently and effectively meets Congressional requirements, internal priorities, and improve external expectations.

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	2	0	2
GS 7 - 12/WG Equivalent :	4	0	4
GS 1 - 6/WG Equivalent :	1	0	1
Total FTEs :	9	0	9

Office of the General Counsel

Provides timely legal support and advice for the Library's initiatives and legal requirements.

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent :	4	0	4
GS 13 - 14/WG Equivalent :	5	0	5
GS 7 - 12/WG Equivalent :	4	0	4
GS 1 - 6/WG Equivalent :	1	0	1
Total FTEs :	15	0	15

Office of Communication

Maintains and develops the Library's communications and public relations functions; protects the Library's good name and image; maintains contact with online news outlets.

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	3	0	3
GS 7 - 12/WG Equivalent :	4	0	4
GS 1 - 6/WG Equivalent :	2	0	2
Total FTEs :	11	0	11

Office of Special Events & Public Programs

Coordinates and manages all aspects of Library of Congress special and public events.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	0	0	0
GS 7 - 12/WG Equivalent :	0	0	0
GS 1 - 6/WG Equivalent :	0	0	0
Total FTEs :	1	0	1

Development Office

To reach agency fundraising goal and coordinate and track all fundraising activities throughout the Library.

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent :	0	0	0
GS 13 - 14/WG Equivalent :	1	0	1
GS 7 - 12/WG Equivalent :	0	0	0
GS 1 - 6/WG Equivalent :	0	0	0
Total FTEs :	2	0	2

11-b

Congressional Research Service

Office of the Director

Administers CRS in accordance with provisions of the Legislative Reorganization Act of 1946; determines personnel requirements and adapts the organizational structure to accomplish the CRS mission; formulates and executes policies to ensure effective research and analysis services are provided to the Congress; maintains oversight of all financial and administrative activities; plans, receives, assigns, and tracks congressional inquiries; maintains information services that support both the Congress and CRS staff; and administers the Service's recruitment, staffing and workforce development programs.

	GS	WG	TOTAL
SL/WG Equivalent:	11	0	11
GS 15/WG Equivalent :	25	0	25
GS 13 - 14/WG Equivalent :	62	0	62
GS 7 - 12/WG Equivalent :	72	0	72
GS 1 - 6/WG Equivalent :	10	0	10
Total FTEs :	180	0	180

Total FTEs - 729

American Law

Provides legal analysis and information to support the legislative, oversight and representational needs of Members and committees of Congress.

	GS	WG	TOTAL
SL/WG Equivalent:	6	0	6
GS 15/WG Equivalent :	27	0	27
GS 13 - 14/WG Equivalent :	6	0	6
GS 7 - 12/WG Equivalent :	20	0	20
GS 1 - 6/WG Equivalent :	2	0	2
Total FTEs :	61	0	61

Domestic & Social Policy

Provides the Congress with research and analysis on matters related to domestic social policies and programs.

	GS	WG	TOTAL
SL/WG Equivalent:	6	0	6
GS 15/WG Equivalent :	46	0	46
GS 13 - 14/WG Equivalent :	23	0	23
GS 7 - 12/WG Equivalent :	26	0	26
GS 1 - 6/WG Equivalent :	0	0	0
Total FTEs :	101	0	101

Foreign Affairs, Defense, & Trade

Provides the Congress with research and analysis related to worldwide political and economic developments, including U.S. relations with individual countries and transnational issues such as terrorism.

	GS	WG	TOTAL
SL/WG Equivalent:	5	0	5
GS 15/WG Equivalent :	57	0	57
GS 13 - 14/WG Equivalent :	12	0	12
GS 7 - 12/WG Equivalent :	15	0	15
GS 1 - 6/WG Equivalent :	2	0	2
Total FTEs :	91	0	91

Government & Finance

Provides the Congress with research and analysis on all aspects of the Congress, including congressional history and the organization and operations of Congress and legislative branch agencies.

	GS	WG	TOTAL
SL/WG Equivalent:	10	0	10
GS 15/WG Equivalent :	30	0	30
GS 13 - 14/WG Equivalent :	24	0	24
GS 7 - 12/WG Equivalent :	19	0	19
GS 1 - 6/WG Equivalent :	1	0	1
Total FTEs :	84	0	84

Knowledge Services Group

Supports the Congress and CRS staff in the selection, organization, creation, and accessibility of customized authoritative research and information.

	GS	WG	TOTAL
SL/WG Equivalent:	3	0	3
GS 15/WG Equivalent :	7	0	7
GS 13 - 14/WG Equivalent :	54	0	54
GS 7 - 12/WG Equivalent :	44	0	44
GS 1 - 6/WG Equivalent :	12	0	12
Total FTEs :	120	0	120

Resources, Science & Industry

Provides the Congress with research and analysis on an array of issues involving natural resources and environmental management, science and technology, and industry and infrastructure.

	GS	WG	TOTAL
SL/WG Equivalent:	8	0	8
GS 15/WG Equivalent :	45	0	45
GS 13 - 14/WG Equivalent :	16	0	16
GS 7 - 12/WG Equivalent :	22	0	22
GS 1 - 6/WG Equivalent :	1	0	1
Total FTEs :	92	0	92

Copyright Office

Office of the Register

The Register of Copyrights, under the Copyright Act, directs the Copyright Office; administers the copyright law of the United States; promulgates copyright regulations; advises Congress, government agencies, and courts on copyright issues; and works with executive branch agencies to protect U.S. works abroad. The Office of the Register includes the General Counsel, the Associate Register for Policy and International Affairs, the Chief Operating Officer, the Administrative Services Office, and the Copyright Technology Office.

	GS	WG	TOTAL
SL/WG Equivalent:	4	0	4
GS 15/WG Equivalent :	11	0	11
GS 13 - 14/WG Equivalent :	15	0	15
GS 7 - 12/WG Equivalent :	27	0	27
GS 1 - 6/WG Equivalent :	1	0	1
Total FTEs :	58	0	58

Total FTEs - 530

Copyright Royalty Judges

Sets rates and determines royalty distributions for statutory licenses.

	GS	WG	TOTAL
SL/WG Equivalent:	3	0	3
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	1	0	1
GS 7 - 12/WG Equivalent :	1	0	1
GS 1 - 6/WG Equivalent :	0	0	0
Total FTEs :	6	0	6

Acquisitions Division

Acquires works needed for the collections of the Library of Congress through the enforcement of the mandatory deposit requirements of section 407 of the copyright law.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	1	0	1
GS 7 - 12/WG Equivalent :	14	0	14
GS 1 - 6/WG Equivalent :	6	0	6
Total FTEs :	22	0	22

Cataloging Division

Records the copyright facts and a brief bibliographic description for all works registered in the Copyright Office; creates a public record of documents submitted for recordation.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent :	0	0	0
GS 13 - 14/WG Equivalent :	6	0	6
GS 7 - 12/WG Equivalent :	77	0	77
GS 1 - 6/WG Equivalent :	13	0	13
Total FTEs :	96	0	96

Examining Division

Examines all applications and deposits submitted for copyright and copyright-related registration under copyright law, related laws, court decisions, and Copyright Office regulations.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	14	0	14
GS 7 - 12/WG Equivalent :	86	0	86
GS 1 - 6/WG Equivalent :	16	0	16
Total FTEs :	117	0	117

Information & Reference Division

Responds to all copyright information and reference requests including forms, publications, and search reports; maintains the Office website; manages the information and publications programs; prepares certifications and other legal documents; preserves and maintains copyright-related records.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	6	2	8
GS 7 - 12/WG Equivalent :	43	0	43
GS 1 - 6/WG Equivalent :	24	0	24
Total FTEs :	74	2	76

Receiving and Processing Division

Receives all incoming and dispatches all outgoing materials; establishes controls for materials in process; searches, assembles, and expedites material for processing; maintains accounts and related reports on fees received and services rendered.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	1	0	1
GS 7 - 12/WG Equivalent :	54	0	54
GS 1 - 6/WG Equivalent :	67	0	67
Total FTEs :	123	0	123

Licensing Division

Administers the provisions of the copyright law relating to statutory licenses and obligations; collects royalty fees from cable operators, satellite carriers, and importers and manufacturers of digital audio recording devices; disburses these royalties as determined by the Copyright Royalty Judges.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	3	0	3
GS 7 - 12/WG Equivalent :	19	0	19
GS 1 - 6/WG Equivalent :	9	0	9
Total FTEs :	32	0	32

Law Library

Office of the Law Librarian

The Office of the Law Librarian provides policy and program direction as well as support to Directorates and support functions of the Law Library which collectively provide innovative legal research and reference to the Law Library's various constituencies.

Total FTEs - 101

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent :	3	0	3
GS 13 - 14/WG Equivalent :	11	0	11
GS 7 - 12/WG Equivalent :	10	0	10
GS 1 - 6/WG Equivalent :	1	0	1
Total FTEs:	26	0	26

Law Library Services Directorate

Responsible for developing policies and coordinating all aspects of congressional and public legal information services and to insure uniformity of its collections and services with other divisions of the Library of Congress.

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent:	2	0	2
GS 13 - 14/WG Equivalent :	6	0	6
GS 7 - 12/WG Equivalent :	30	0	30
GS 1 - 6/WG Equivalent :	4	0	4
Total FTEs :	43	0	43

Legal Research Directorate

Responsible for legal and legislative analytical research and reference services, dealing with issues concerning international, comparative, and interrelated national laws, and developing the Law Library's international and comparative Law collections.

	GS	WG	TOTAL
SL/WG Equivalent:	3	0	3
GS 15/WG Equivalent:	12	0	12
GS 13 - 14/WG Equivalent :	8	0	8
GS 7 - 12/WG Equivalent :	9	0	9
GS 1 - 6/WG Equivalent :	0	0	0
Total FTEs :	32	0	32

Library Services

Total FTEs – 2,050

Administrative Services

Designs and implements policies and procedures to develop and manage Library Services workforce and provides planning, budgeting, and accounting assistance to managers and programs of the Library and service unit.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	3	0	3
GS 7 - 12/WG Equivalent :	9	0	9
GS 1 - 6/WG Equivalent :	<u>2</u>	<u>0</u>	<u>2</u>
Total FTEs :	15	0	15

Office of the Associate Librarian

Library Services organizes, preserves, and sustains for the present and future use of the Congress and the Nation a comprehensive record of American history and creativity and a universal collection of human knowledge.

	GS	WG	TOTAL
SL/WG Equivalent:	2	0	2
GS 15/WG Equivalent :	0	0	0
GS 13 - 14/WG Equivalent :	4	0	4
GS 7 - 12/WG Equivalent :	3	0	3
GS 1 - 6/WG Equivalent :	<u>1</u>	<u>0</u>	<u>1</u>
Total FTEs :	10	0	10

American Folklife Center

Preserves and presents "American folklife" collections and serves as a national center for cultural heritage, in partnership with other folklife organizations.

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent :	0	0	0
GS 13 - 14/WG Equivalent :	6	0	6
GS 7 - 12/WG Equivalent :	13	0	13
GS 1 - 6/WG Equivalent :	<u>1</u>	<u>0</u>	<u>1</u>
Total FTEs :	21	0	21

Acquisitions & Bibliographic Access

Provides access to the Library's collections and plays a leadership role in collaborative standards development for the Library and information service communities, nationally and internationally.

	GS	WG	TOTAL
SL/WG Equivalent:	6	0	6
GS 15/WG Equivalent :	17	0	17
GS 13 - 14/WG Equivalent :	211	0	211
GS 7 - 12/WG Equivalent :	551	0	551
GS 1 - 6/WG Equivalent :	<u>45</u>	<u>0</u>	<u>45</u>
Total FTEs :	830	0	830

Collections & Services

Acquires, secures, and makes accessible the Library's collections to on-site and remote readers.

	GS	WG	TOTAL
SL/WG Equivalent:	15	0	15
GS 15/WG Equivalent :	11	0	11
GS 13 - 14/WG Equivalent :	210	0	210
GS 7 - 12/WG Equivalent :	415	4	419
GS 1 - 6/WG Equivalent :	<u>139</u>	<u>24</u>	<u>163</u>
Total FTEs :	790	28	818

Partnerships & Outreach Programs

Provides programs and services to specific audiences or constituencies, such as the library community, Library visitors, and the visually or physically impaired.

	GS	WG	TOTAL
SL/WG Equivalent:	3	0	3
GS 15/WG Equivalent :	8	0	8
GS 13 - 14/WG Equivalent :	58	0	58
GS 7 - 12/WG Equivalent :	98	0	98
GS 1 - 6/WG Equivalent :	<u>42</u>	<u>3</u>	<u>45</u>
Total FTEs :	209	3	212

Preservation

Provides prospective and retrospective preservation treatments for Library materials in all formats.

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent :	3	0	3
GS 13 - 14/WG Equivalent :	7	0	7
GS 7 - 12/WG Equivalent :	67	0	67
GS 1 - 6/WG Equivalent :	<u>4</u>	<u>1</u>	<u>5</u>
Total FTEs :	82	1	83

Technology Policy

Develops information technology solutions to Library Services service problems and provides standard IT support to staff.

	GS	WG	TOTAL
SL/WG Equivalent:	2	0	2
GS 15/WG Equivalent :	3	0	3
GS 13 - 14/WG Equivalent :	36	0	36
GS 7 - 12/WG Equivalent :	16	1	17
GS 1 - 6/WG Equivalent :	<u>3</u>	<u>0</u>	<u>3</u>
Total FTEs :	60	1	61

Office of Strategic Initiatives

Office of the Associate Librarian

Oversee institution-wide digital initiatives and lead the national program to build a preservation network and infrastructure for the nation's important digital assets. Includes management support and oversight for Information Technology Services.

	<u>GS</u>	<u>WG</u>	<u>TOTAL</u>
SL/WG Equivalent:	3	0	3
GS 15/WG Equivalent :	6	0	6
GS 13 - 14/WG Equivalent :	6	0	6
GS 7 - 12/WG Equivalent :	11	0	11
GS 1 - 6/WG Equivalent :	0	0	0
Total :	26	0	26

Total FTEs - 355

Digital Initiatives

Oversees the life cycle management of the Library's digital assets and implementation of Library-wide institution digital initiatives; brings the Library's educational primary source materials online to local jurisdictions, teachers and classrooms.

	<u>GS</u>	<u>WG</u>	<u>TOTAL</u>
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent:	9	0	9
GS 13 - 14/WG Equivalent :	42	0	42
GS 7 - 12/WG Equivalent :	39	0	39
GS 1 - 6/WG Equivalent :	0	0	0
Total FTEs:	90	0	90

Information Technology Services

Responsible for the planning, analysis, design, development and maintenance of software and hardware system, telecommunications systems and services, and network architecture and software in support of Library mission and operations

	<u>GS</u>	<u>WG</u>	<u>TOTAL</u>
SL/WG Equivalent:	4	0	4
GS 15/WG Equivalent:	20	0	20
GS 13 - 14/WG Equivalent :	127	0	127
GS 7 - 12/WG Equivalent :	60	0	60
GS 1 - 6/WG Equivalent :	3	0	3
Total FTEs:	214	0	214

National Digital Information Infrastructure Preservation Program

Responsible for the establishment of a national network of committed partners, collaborating in a digital preservation architecture with defined roles and responsibilities.

	<u>GS</u>	<u>WG</u>	<u>TOTAL</u>
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent:	7	0	7
GS 13 - 14/WG Equivalent :	13	0	13
GS 7 - 12/WG Equivalent :	5	0	5
GS 1 - 6/WG Equivalent :	0	0	0
Total FTEs:	25	0	25

Office of the Chief Financial Officer

Office of the Chief Financial Officer

OCFO directs a comprehensive financial management program and is responsible for the development and tracking of the Library's strategic and performance plans, the formulation, presentation, and execution of the Library's budget, the establishment and monitoring of financial systems controlling the expenditure and reporting of funds, financial reporting, and the establishment of all budgetary and accounting standards.

Total FTEs - 56

	<u>GS</u>	<u>WG</u>	<u>TOTAL</u>
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent :	0	0	0
GS 13 - 14/WG Equivalent :	1	0	1
GS 7 - 12/WG Equivalent :	2	0	2
GS 1 - 6/WG Equivalent :	<u>0</u>	<u>0</u>	<u>0</u>
Total FTEs :	4	0	4

Strategic Planning Office

Responsible for coordinating the preparation and tracking of the Library's strategic and annual performance plans.

	<u>GS</u>	<u>WG</u>	<u>TOTAL</u>
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	3	0	3
GS 7 - 12/WG Equivalent :	0	0	0
GS 1 - 6/WG Equivalent :	<u>0</u>	<u>0</u>	<u>0</u>
Total FTEs :	4	0	4

Budget Office

Responsible for budget formulation, presentation and execution processes.

	<u>GS</u>	<u>WG</u>	<u>TOTAL</u>
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent :	2	0	2
GS 13 - 14/WG Equivalent :	6	0	6
GS 7 - 12/WG Equivalent :	1	0	1
GS 1 - 6/WG Equivalent :	<u>0</u>	<u>0</u>	<u>0</u>
Total FTEs :	10	0	10

Accounting Operations Office

Responsible for processing obligations and invoice payments for vendors, coordinating travel arrangements, and processing payroll transactions.

	<u>GS</u>	<u>WG</u>	<u>TOTAL</u>
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	2	0	2
GS 7 - 12/WG Equivalent :	8	0	8
GS 1 - 6/WG Equivalent :	<u>3</u>	<u>0</u>	<u>3</u>
Total FTEs :	14	0	14

Financial Reports Office

Responsible for preparing monthly, quarterly and annual reports to the Treasury, and financial statements for audit, coordinating cost accounting and reconciling of accounts.

	<u>GS</u>	<u>WG</u>	<u>TOTAL</u>
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	8	0	8
GS 7 - 12/WG Equivalent :	3	0	3
GS 1 - 6/WG Equivalent :	<u>2</u>	<u>0</u>	<u>2</u>
Total FTEs :	14	0	14

Disbursing Office

Responsible for payment of invoices via EFT and check, processing receipts, and handling of investments.

	<u>GS</u>	<u>WG</u>	<u>TOTAL</u>
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent :	0	0	0
GS 13 - 14/WG Equivalent :	1	0	1
GS 7 - 12/WG Equivalent :	4	0	4
GS 1 - 6/WG Equivalent :	<u>0</u>	<u>0</u>	<u>0</u>
Total FTEs :	5	0	5

Financial Systems Office

Responsible for the monitoring, enhancing and upgrading of the Library's central financial system.

	<u>GS</u>	<u>WG</u>	<u>TOTAL</u>
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	4	0	4
GS 7 - 12/WG Equivalent :	0	0	0
GS 1 - 6/WG Equivalent :	<u>0</u>	<u>0</u>	<u>0</u>
Total FTEs :	5	0	5

1-1-h

Human Resources Services

Office of the Director of Human Resources Services

In partnership with the service and infrastructure units, HRS designs and implements the policies, procedures, and systems to build, develop, and manage the workforce to support the Library's mission and priorities.

	<u>GS</u>	<u>WG</u>	<u>TOTAL</u>
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent :	0	0	0
GS 13 - 14/WG Equivalent :	0	0	0
GS 7 - 12/WG Equivalent :	1	0	1
GS 1 - 6/WG Equivalent :	0	0	0
Total :	<u>2</u>	<u>0</u>	<u>2</u>

Total FTEs - 60

11-1

Workforce Acquisitions

Responsible for recruiting and hiring a diverse and talented workforce through innovative strategies that emphasize speed and flexibility.

	<u>GS</u>	<u>WG</u>	<u>TOTAL</u>
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent:	2	0	2
GS 13 - 14/WG Equivalent :	8	0	8
GS 7 - 12/WG Equivalent :	10	0	10
GS 1 - 6/WG Equivalent :	1	0	1
Total FTEs:	<u>21</u>	<u>0</u>	<u>21</u>

Workforce Management

Responsible for managing all aspects of labor and employees relations and performance management programs for the Library.

	<u>GS</u>	<u>WG</u>	<u>TOTAL</u>
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent:	1	0	1
GS 13 - 14/WG Equivalent :	5	0	5
GS 7 - 12/WG Equivalent :	4	0	4
GS 1 - 6/WG Equivalent :	0	0	0
Total FTEs:	<u>10</u>	<u>0</u>	<u>10</u>

Worklife Services Center

Responsible for providing benefits, retirement, and employee assistance counseling as well as a wide-ranging array of human resources services and information to Library managers and staff.

	<u>GS</u>	<u>WG</u>	<u>TOTAL</u>
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent:	2	0	2
GS 13 - 14/WG Equivalent :	3	0	3
GS 7 - 12/WG Equivalent :	11	0	11
GS 1 - 6/WG Equivalent :	2	0	2
Total FTEs:	<u>18</u>	<u>0</u>	<u>18</u>

Strategic Planning & Automation

Responsible for ensuring human resources alignment to Library strategic goals and objectives; supporting workforce planning; and identifying and implementing electronic solutions to human resources needs.

	<u>GS</u>	<u>WG</u>	<u>TOTAL</u>
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent:	2	0	2
GS 13 - 14/WG Equivalent :	2	0	2
GS 7 - 12/WG Equivalent :	5	0	5
GS 1 - 6/WG Equivalent :	0	0	0
Total FTEs:	<u>9</u>	<u>0</u>	<u>9</u>

Integrated Support Services

Office of the Director

Responsible for planning, managing, and providing infrastructure support to the Library to include printing, graphics, transportation, mail, freight, and logistic services; operation, utilization and renovation of all facilities, management of Library parking program and ensuring the health and safety of staff, visitors and contractors. The Office of the Director plans, manages and provides oversight to all ISS functional activities, including budget, information technology, administrative and personnel support.

	<u>GS</u>	<u>WG</u>	<u>TOTAL</u>
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent :	0	0	0
GS 13 - 14/WG Equivalent :	4	0	4
GS 7 - 12/WG Equivalent :	9	0	9
GS 1 - 6/WG Equivalent :	<u>3</u>	<u>0</u>	<u>3</u>
Total FTEs :	17	0	17

Total FTEs - 154

Facility Services

Plans, designs and provides oversight of construction, alterations and operations of Library buildings and grounds; manages custodial and food services programs and the use and operation of public meeting spaces.

	<u>GS</u>	<u>WG</u>	<u>TOTAL</u>
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	13	0	13
GS 7 - 12/WG Equivalent :	20	3	23
GS 1 - 6/WG Equivalent :	<u>2</u>	<u>13</u>	<u>15</u>
Total FTEs :	36	16	52

Health Services

Develops and administers the Library's occupational health and medicine program, workers compensation program, and all public and workforce health issues; first responder to medical emergencies.

	<u>GS</u>	<u>WG</u>	<u>TOTAL</u>
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	2	0	2
GS 7 - 12/WG Equivalent :	5	0	5
GS 1 - 6/WG Equivalent :	<u>2</u>	<u>0</u>	<u>2</u>
Total FTEs :	10	0	10

Logistics

Responsible for utilization, inventory control and disposal of Library furniture and equipment; management of reimbursable supply operation, including a warehouse; the receipt, storage and deliveries of supplies and materials.

	<u>GS</u>	<u>WG</u>	<u>TOTAL</u>
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent :	0	0	0
GS 13 - 14/WG Equivalent :	1	0	1
GS 7 - 12/WG Equivalent :	9	6	15
GS 1 - 6/WG Equivalent :	<u>0</u>	<u>5</u>	<u>5</u>
Total FTEs :	10	11	21

Office Systems Services

Responsible for Library's correspondence and records management program, transportation services, printing, duplication, mail and messenger services and the loading dock operation.

	<u>GS</u>	<u>WG</u>	<u>TOTAL</u>
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	3	0	3
GS 7 - 12/WG Equivalent :	20	14	34
GS 1 - 6/WG Equivalent :	<u>7</u>	<u>1</u>	<u>8</u>
Total FTEs :	31	15	46

Safety Services

Manages Library fire prevention, safety, environmental health and environmental compliance programs; provides advice and guidance to agency safety committee; conducts periodic safety and environmental health evaluations; and develops hazard abatement plans.

	<u>GS</u>	<u>WG</u>	<u>TOTAL</u>
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent :	0	0	0
GS 13 - 14/WG Equivalent :	6	0	6
GS 7 - 12/WG Equivalent :	2	0	2
GS 1 - 6/WG Equivalent :	<u>0</u>	<u>0</u>	<u>0</u>
Total FTEs :	8	0	8

Security and Emergency Preparedness

Office of the Director of Security and Emergency Preparedness

The Office of the Director of Security and Emergency Preparedness provides and maintains security of Library staff and visitors; safeguards Library facilities, collections, assets, and information; maintains personnel security and suitability programs; executes an investigations program responsible for criminal, civil, and administrative investigations involving violations of laws and regulations affecting Library programs and operations; and manages the Library's Emergency Preparedness Program.

Total FTEs - 207

	GS	WG	TOTAL
SL/WG Equivalent:	1	0	1
GS 15/WG Equivalent :	1	0	1
GS 13 - 14/WG Equivalent :	1	0	1
GS 7 - 12/WG Equivalent :	3	0	3
GS 1 - 6/WG Equivalent :	0	0	0
Total :	6	0	6

11-K

Office of Investigations

Responsible for conducting criminal, civil, and administrative investigations involving violations of laws and regulations affecting Library programs and operations, including collections thefts and mutilations.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent:	1	0	1
GS 13 - 14/WG Equivalent :	1	0	1
GS 7 - 12/WG Equivalent :	1	0	1
GS 1 - 6/WG Equivalent :	0	0	0
Total FTEs:	3	0	3

Personnel Security Office

Responsible for administering the Library's personnel security and suitability programs; initiating and adjudicating background investigations to determine suitability of employees and contractors; and determining security clearance eligibility of individuals requiring access to classified national security information.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent:	0	0	0
GS 13 - 14/WG Equivalent :	2	0	2
GS 7 - 12/WG Equivalent :	3	0	3
GS 1 - 6/WG Equivalent :	0	0	0
Total FTEs:	5	0	5

Emergency Preparedness Office

Responsible for managing the Library's Emergency Preparedness Program, including staff training, exercises, plan review, and incident response and recovery; management of the Library's Emergency Management Center; and coordination with Library officers and outside agencies on emergency preparedness.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent:	0	0	0
GS 13 - 14/WG Equivalent :	3	0	3
GS 7 - 12/WG Equivalent :	1	0	1
GS 1 - 6/WG Equivalent :	0	0	0
Total FTEs:	4	0	4

Protective Services

Responsible for administering the Library's program for the protection of staff, visitor's, collections, and equipment; the Library's Information Security Program for classified materials; the operation of the Library of Congress Police; and electronic and physical security services.

	GS	WG	TOTAL
SL/WG Equivalent:	0	0	0
GS 15/WG Equivalent:	1	0	1
GS 13 - 14/WG Equivalent :	6	0	6
GS 7 - 12/WG Equivalent :	182	0	182
GS 1 - 6/WG Equivalent :	0	0	0
Total FTEs: *	189	0	189

* Includes 180 Special Police Personnel

Library of Congress Resource Summary

(Dollars in Thousands)

Appropriation/PPA	FY 2004	FY 2005	FY 2006	Change	Percent of Increase
	Actual Obligations	Enacted ¹	Request		
Library of Congress, S&E					
National Library:					
National Library - Basic	\$185,212	\$198,533	\$205,163	+\$ 6,630	
Purchase of Library Materials	11,684	12,381	14,972	+ 2,591	
Office of Strategic Initiatives	98,514	75,943	79,602	+ 3,659	
Cataloging Distribution Service	4,848	6,646	6,700	+ 54	
Law Library	12,514	13,331	14,369	+ 1,038	
Management Support Services:					
Office of the Librarian	20,524	21,642	22,570	+ 928	
Human Resources Services	7,082	7,354	9,596	+ 2,242	
Integrated Support Services	22,703	24,911	29,431	+ 4,520	
Security & Emergency Preparedness	<u>20,642</u>	<u>20,852</u>	<u>26,676</u>	+ 5,824	
Total, LC, S&E, Budget	\$383,723	\$381,593	\$409,079	+\$27,486	
CDS & Law Library Offsetting Collections	<u> </u>	<u>- 6,299</u>	<u>- 6,350</u>	<u>- 51</u>	
Total, LC, S&E, Appropriation	\$383,723	\$375,294	\$402,729	+\$27,435	
Copyright Office, S&E					
Basic	\$ 40,823	\$ 46,738	\$ 52,716	+\$ 5,978	
Licensing	2,883	3,732	3,875	+ 143	
CARP	580	2,172	300	- 1,872	
CRJ	<u>0</u>	<u>540</u>	<u>1,300</u>	<u>+ 760</u>	
Total, Copyright, S&E, Budget	\$ 44,286	\$ 53,182	\$ 58,191	+\$ 5,009	
Basic Offsetting Collections	<u> </u>	<u>- 26,765</u>	<u>- 26,481</u>	<u>+ 284</u>	
Licensing & CARP Offsetting Collections	<u> </u>	<u>- 6,444</u>	<u>- 4,176</u>	<u>+ 2,268</u>	
Total, CO, S&E, Appropriation	\$ 44,286	\$ 19,973	\$ 27,534	+\$ 7,561	
Congressional Research Serv, S&E					
	\$ 91,139	\$ 96,118	\$105,289	+\$ 9,171	
BBPH, S&E					
	\$ 50,142	\$ 53,977	\$ 55,243	+\$ 1,266	
Total Budget					
Total Offsetting Collections	\$569,290	\$584,870	\$627,802	+\$42,932	7.34%
	<u> </u>	<u>- 39,508</u>	<u>- 37,007</u>	<u>+ 2,501</u>	
Total Library of Congress Appropriations	\$569,290	\$545,362	\$590,795	+\$45,433	
AOC Library Buildings and Grounds					
	\$ 39,776	\$ 83,318	+\$ 43,542	109.47%	
Total Library of Congress Related Funding					
	\$585,138	\$674,113	+\$ 88,975	15.21%	

¹ Reflects the FY 2005 Enacted level, less the rescission.

Library of Congress Resource Summary Analysis of Change

(Dollars in Thousands)

Appropriation/PPA	FY 2005 Enacted ¹	FY 2006						FY 2006 Total Request
		Mandatory Increases	Price Level	Sub-total	Non- Recurring	Current Services Request	Program Increases	
Library of Congress, S&E								
National Library:								
National Library - Basic	\$198,533	\$7,237	\$929	\$8,166	-\$4,894	\$201,805	\$3,358	\$205,163
Purchase of Library Materials	12,381	0	591	591	0	12,972	2,000	14,972
Office of Strategic Initiatives	75,943	1,699	1,037	2,736	-2,729	75,950	3,652	79,602
Cataloging Distribution Service	6,646	21	33	54	0	6,700	0	6,700
Law Library	13,331	398	90	488	0	13,819	550	14,369
Management Support Services:								
Office of the Librarian	21,642	769	71	840	0	22,482	88	22,570
Human Resources Services	7,354	241	342	583	0	7,937	1,659	9,596
Integrated Support Services	24,911	647	885	1,532	0	26,443	2,988	29,431
Security & Emergency Prep	20,852	702	117	819	0	21,671	5,005	26,676
Total, LC, S&E, Budget	\$381,593	\$11,714	\$4,095	\$15,809	-\$7,623	\$389,779	\$19,300	\$409,079
CDS & LL Offsetting Collections	-6,299	-15	-36	-51				-6,350
Total, LC, S&E, Appropriation	\$375,294	\$11,699	\$4,059	\$15,758	-\$7,623	\$389,779	\$19,300	\$402,729
Copyright Office, S&E								
Basic	\$46,738	\$1,580	\$237	\$1,817	\$0	\$48,555	\$4,161	\$52,716
Licensing	3,732	119	24	143	0	3,875	0	3,875
CARP	2,172			0	-1,872	300	0	300
CRJ	540			0	-540	0	1,300	1,300
Total, Copyright, S&E, Budget	\$53,182	\$1,699	\$261	\$1,960	-\$2,412	\$52,730	\$5,461	\$58,191
Basic Offsetting Collections	-26,765		-216	-216	500	-26,481		-26,481
Licensing, CARP, CRJ Collections	-6,444	-119	-24	-143	2,412	-4,175	-1	-4,176
Total, CO, S&E, Appropriation	\$19,973	\$1,580	\$21	\$1,601	\$500	\$22,074	\$5,460	\$27,534
Congressional Res Serv, S&E	\$96,118	\$4,609	\$488	\$5,097	-\$545	\$100,670	\$4,619	\$105,289
BBPH, S&E	\$53,977	\$430	\$1,034	\$1,464	-\$198	\$55,243	\$0	\$55,243
TOTAL BUDGET	\$584,870	\$18,452	\$5,878	\$24,330	-\$10,778	\$598,422	\$29,380	\$627,802
Offsetting Collections	-39,508	-134	-276	-410	2,912	-30,656	-1	-37,007
TOTAL APPROPRIATIONS	\$545,362	\$18,318	\$5,602	\$23,920	-\$7,866	\$567,766	\$29,379	\$590,795

¹ Reflects the FY 2005 Enacted level, less the rescission.

Library of Congress

Total Funds Available - All Sources

(Dollars in Thousands)

	FY 2004	FY 2005 Budget	FY 2006 Requested
Total Appropriations:			
Library of Congress	\$523,001	\$545,362 ¹	\$590,795
AOC - Library Buildings and Grounds	39,328	39,776 ¹	83,318
Appropriation transfers to/from the Library of Congress: Transfer to Abraham Lincoln Bicentennial Commission	(249)	(496)	(500)
Subtotal, Appropriations	\$562,080	\$584,642	\$673,613
Receipts:			
Actual Collected and Estimated			
Sales of catalog cards and publications	\$4,411	\$5,952	\$6,000
Collections to Global Legal Information Network	6	347	350
Copyright fees	23,790	26,765	26,481
Licensing, CARRP, and CRJ fees	4,815	6,444	4,176
Subtotal, Receipts	\$33,022	\$39,508	\$37,007
Non-Appropriated Funds:			
Gift and Trust Funds ²	16,345	17,761	18,944
Revolving Fund Revenue (Actual & Estimated)	80,264	81,966	82,749
Reimbursable Activities (Actual & Estimated)	6,700	1,055	1,300
Subtotal, Non-Appropriated Funds	\$103,309	\$100,782	\$102,993
Total	\$698,411	\$724,932	\$813,613

¹ FY 2005 enacted, less the rescission.

² Includes new gift and trust fund contributions and income realized; excludes prior-year carryover funds.

Library of Congress Statement of Receipts

(Dollars in Thousands)

Statement of Receipts, Treasury Department General Fund Account			
	FY 2004	FY 2005	FY 2006
	Actual	Estimate	Estimate
Other miscellaneous receipts	\$113	\$200	\$200
Total receipts into general fund account	\$113	\$200	\$200
Statement of Receipts, Payments to Copyright Owners			
Receipts from Fees, Cable Television, Satellite, and Dart	\$212,690	\$152,306	\$162,582
Receipts from Interest on Investments in Public Debt Securities ...	8,818	21,200	28,841
Total receipts into special fund account	\$221,508	\$173,506	\$191,423

Library of Congress Staffing Summary - FTEs

<u>Direct Funded by Appropriation/PPA</u>	FY 2004 Actual	FY 2005 Enacted	FY 2006 Request	Change
Library of Congress, S&E				
National Library:				
National Library - Basic	1,812	1,861.5	1,882	+ 20.5
Purchase of Library Materials	0	0.0	0	+ 0.0
Office of Strategic Initiatives	297	350.0	355	+ 5.0
Cataloging Distribution Service	31	40.0	40	+ 0.0
Law Library	93	101.0	101	+ 0.0
Management Support Services:				
Office of the Librarian	159	179.0	179	+ 0.0
Human Resources Services	55	60.0	60	+ 0.0
Integrated Support Services	131	150.5	154	+ 3.5
Security & Emergency Preparedness	<u>145</u>	<u>162.0</u>	<u>207</u>	<u>+ 45.0</u>
Total, Library of Congress, S&E	2,723	2,904.0	2,978	+ 74.0
Copyright Office, S&E				
Basic	475	492	492	+ 0
Licensing	30	32	32	+ 0
CARP	3	3	0	- 3
CRJ	<u>0</u>	<u>3</u>	<u>6</u>	<u>+ 3</u>
Total, Copyright Office, S&E	508	530	530	+ 0
Congressional Research Service, S&E				
	713	729	729	+ 0
BBPH, S&E				
	<u>112</u>	<u>128</u>	<u>128</u>	<u>+ 0</u>
Total, Library of Congress	4,056	4,291	4,365	+ 74

Library of Congress Staffing Summary - FTEs Analysis of Change

Appropriation/PPA	FY 2005 Enacted FTEs	FY 2006				FY 2006 Total Request
		Annualized FTEs	Non- Recurring	Current Services Request	Program Increases	
Library of Congress, S&E						
National Library:						
National Library - Basic	1,861.5	6.5	-38	1,830	52	1,882
Purchase of Library Materials	0.0			0		0
Office of Strategic Initiatives	350.0			350	5	355
Cataloging Distribution Service	40.0			40		40
Law Library	101.0			101		101
Management Support Services:						
Office of the Librarian	179.0			179		179
Human Resources Services	60.0			60		60
Integrated Support Services	150.5	1.5		152	2	154
Security & Emergency Prep	162.0			162	45	207
Total, Library of Congress, S&E	2,904.0	8.0	-38	2,874	104	2,978
Copyright Office, S&E						
Basic	492.0		0	492		492
Licensing	32.0		0	32		32
CARP	3.0		-3	0		0
CRJ	3.0		0	3	3	6
Total, Copyright, S&E, Budget	530.0		-3	527	3	530
Congressional Res Serv, S&E	729.0		0	729	0	729
BBPH, S&E	128.0		0	128	0	128
TOTAL, Library of Congress	4,291.0	8.0	-41	4,258	107	4,365

The Library of Congress
Comparison of Appropriations, Staff, and Workload Statistics
FY 2000 - 2005

	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005 Budget	Change FY 2000-2005	% Change
LIBRARY APPROPRIATIONS - BUDGET AUTHORITY	\$427,457,610	\$550,347,401	\$525,837,000	\$539,496,502	\$559,299,548	\$584,870,304	+ \$157,412,694	+ 36.8%
FULL-TIME EQUIVALENT (FTE) POSITIONS (Appropriated)	3,919	3,819	3,947	4,020	4,056	4,291	+ 372	+ 9.5%
SIZE OF LIBRARY COLLECTIONS	120,976,339	124,247,602	126,060,980	127,720,880	130,198,428	132,000,000	+ 11,023,661	+ 9.1%
WORKLOAD STATISTICS:								
Unprocessed Library Arrearages	19,215,629	21,142,980	20,095,008	20,422,598	19,313,015	19,300,000	+ 84,371	+ 0.4%
CRS - Requests and Services Provided Congress	584,384	711,612	811,467	875,197	899,284	941,200	+ 356,816	+ 61.1%
Loans of Collections to Congress	29,276	25,713	25,099	29,454	29,067	30,000	+ 724	+ 2.5%
Copyright Claims Registered	515,612	601,659	521,041	534,122	661,469	560,000	+ 44,388	+ 8.6%
Copyright Inquires	385,513	339,658	358,604	371,446	381,845	390,000	+ 4,487	+ 1.2%
Services to the Blind and Physically Handicapped (BPH) - Readership	759,000	742,000	695,907	766,137	766,137	766,100	+ 7,100	+ 0.9%
BPH - Books and Magazines; Total Circulated	22,825,000	23,100,000	23,464,309	23,780,639	23,780,639	23,780,600	+ 955,600	+ 4.2%
BPH - New Braille, Audio Books, and Magazines Titles ¹	2,729	2,638	2,663	2,764	5,486	5,500	+ 2,771	+ 101.5%
Print Materials Cataloged	224,544	273,534	310,235	269,568	294,510	295,000	+ 70,456	+ 31.4%
National Coordinated Cataloging Operation (NACO) - LC Contribution	80,066	90,542	88,475	93,584	101,081	105,000	+ 24,934	+ 31.1%
National Coordinated Cataloging Operation - Outside Contribution	128,160	143,031	162,363	176,487	156,098	157,000	+ 28,840	+ 22.5%
Exhibits, Displays, and Publications (Funded by Appropriations)	32	35	37	23	23	27	- 5	- 15.6%
Regular Tours (Participants)	59,536	105,988	112,423	111,755	109,252	110,000	+ 50,464	+ 84.8%
Reference Service	912,120	828,533	775,115	715,479	682,264	685,000	- 227,120	- 24.9%
Main Reading Room and Five Other Reading Rooms Hours Per Week	65	65	65	65	65	65	0	0.0%
Items Circulated	1,694,582	1,580,162	1,362,724	1,375,807	1,389,161	1,400,000	- 294,582	- 17.4%
Preservation Treatment - Original Format ²	263,817	326,623	666,422	1,591,735	2,648,334	2,000,000	+ 1,736,183	+ 658.1%
Mainframe Computer Transactions ³	85,217,677	63,913,258	109,008,458	111,175,428	103,463,022	66,300,000	- 18,917,677	- 22.2%
Integrated Library System Input/Update Transactions	59,319,648	65,663,286	91,834,274	96,495,434	98,312,132	108,143,000	+ 48,823,352	+ 82.3%
Machine Readable Cataloging (MARC) Records	29,633,607	31,103,700	31,638,841	33,758,594	35,758,828	38,897,000	+ 9,263,393	+ 31.3%
Internet Transactions (i.e., LOCIS, MARVEL, WORLD-WIDE-WEB, and THOMAS public transactions)	931,256,160	1,283,747,169	2,039,268,542	2,620,884,359	3,360,481,609	3,696,535,000	+ 2,765,278,840	+ 296.9%

January 2005

¹ Includes regular produced books, audio books converted from analog to digital, audio books produced digital to digital, and duplication of braille transcription masters from outside sources. This began in FY 2004.

² The mass deacidification of paper sheets, a new process that was begun in FY 2003, treated 1,200,000 sheets in FY 2004. The treatment and rehousing of an additional 750,000 paper-based items resulted from multiyear initiatives for preventive preservation and for the preparation of items in advance of their relocation to off-site storage facilities.

³ The Library is phasing out its mainframe applications and changing over to a server-based environment.

**Library of Congress
FY 2006**

Supplemental Data on Mandatory Increases

(Dollars in Thousands)

Category	LC, S&E	CO, S&E	CRS, S&E	BBPH, S&E	Total
Mandatory					
1. Pay Raises:					
1a. January 2006 Pay Raise	\$5,542	\$842	\$1,954	\$215	\$8,553
1b. Foreign Service Nationals (FSN) Pay Raise	284	0	0	0	284
2. Annualization of January 2005 Pay Raise	3,280	518	1,198	132	5,128
3. Annualization of 8 FY 2005 FTEs	589	0	0	0	589
4. Within-grade (WIG) Increases	2,005	317	1,093	81	3,496
5. Transit Subsidy Increase	90	22	25	2	139
6. Workers' Compensation	(76)	-	0	0	(76)
Sub-total, Mandatory Increases	\$11,714	\$1,699	\$4,270	\$430	\$18,113
Relatively Uncontrollable Costs					
7. Career Ladder Promotions	0	0	339	0	339
Relatively Controllable Costs	0	0	0	0	0
Total Mandatory Increases	\$11,714	\$1,699	\$4,609	\$430	\$18,452 ¹

¹ Does not include requested PC&B adjustment of \$5.918 million related to "sustaining staff capacity", as these increases are being reflected as program increases, not mandatory increases in the FY 2006 budget document.

Explanation of Calculations

- 1a. January 2006 pay raise calculated at 2.232% of pay base. (COLA of 3.1% X 9 months or 75%, less 4% lapse rate).
- 1b. Pay raise for overseas foreign service nationals. Computation based on individual country rates, provided by the Department of State, applied to pay base. Country rates used for FY 2006 are as follows: Brazil - 5%; Egypt - 12.5%; Kenya - 10%; India - 10%; Pakistan - 9%; and Indonesia 10%.
2. January 2005 pay raise annualization calculated at 1.0416% of pay base. (Reflects the sum of: 1) COLA of 3.71% x 3 months or 25%, and 2) the difference between the budgeted FY 2005 pay raise of 3.5% and the actual pay raise of 3.71% (.21%) X nine months or 75%, less 4% lapse).
3. Annualization of funding to support 8 FTEs, 6.5 in National Library-Basic and 1.5 in ISS. Positions were funded at 50 percent in FY 2005.
4. Within grade increase calculation based on historical data, at .864% of pay base (Rate = .9% less 4% lapse rate).
5. January 2005 increase in monthly transit subsidy maximum, from \$100 to \$105.
6. Decrease required against FY 2005 base to fund the Library of Congress' FY 2006 Workers' Compensation bill. Total FY 2006 allocation provided by the Department of Labor.
7. Career ladder promotions based on CRS' actual career position projections for FY 2006, and historical trend analysis.

Library of Congress FY 2006 Supplemental Data on Price Level Increases

(Dollars in Thousands)

Category	LC, S&E	CO, S&E	CRS, S&E	BBPH, S&E	Total
1. General inflationary increase	\$1,755	\$261	\$79	\$870	\$2,965
2. Field Office inflationary increase	411	-	-	-	411
3. Acquisitions Inflation	591	-	261	-	852
4. Software maintenance	370	-	25	-	395
5. Custodial Contract increase	171	-	-	-	171
6. NFC/AVUE contract increase	302	-	-	-	302
7. GSA Space Rental adjustment	495	-	-	164	659
8. CRS Consultant Support	-	-	123	-	123
Total Price Level Increases	\$4,095	\$261	\$488	\$1,034	\$5,878

Explanation of Calculations

1. General inflationary increase calculated using OMB rate of 2% of non-pay base (except as noted below).
2. Inflationary increase for overseas field offices. Computation based on individual country rates, provided by the Department of State, applied to non-pay base. Country rates used for FY 2006 are as follows: Brazil - 5%; Egypt - 12.5%; Kenya - 10%; India - 10%; Pakistan - 9%; and Indonesia 10%.
3. Inflationary rate for acquisition of library materials determined by annual study and/or actual historical rates. Rates used for FY 2006 are as follows: Books for the Law Library - 3.5706%; Books for the General Collections - 5.0201%; CRS research materials - 9.5%.
4. Software maintenance inflationary increase calculated using actual historical rate of 15% of software maintenance base.
5. Custodial contract increase calculated using actual historical rate of 4% of custodial contract base.
6. NFC/AVUE contract adjustment based on actual data provided by contractor for FY 2006.
7. GSA-managed leased space increase based on actual estimates provided by GSA for FY 2006.
8. Inflationary rate increase for CRS contract support based on the FY 2006 COLA rate of 3.1%.

**LIBRARY OF CONGRESS
FY 2006 ADMINISTRATIVE PROVISIONS**

1. Section 1202 - Obligational authority for Reimbursable and Revolving Fund Activities

The Legislative Branch Appropriations Act of 1994, P.L. 103-69, requires that obligations for any reimbursable and revolving fund activities performed by the Library of congress are limited to the amounts provided in appropriation acts. The Library requests obligational authority, consistent with this provision:

Reimbursable Funds **\$ 1,300,000**
Revolving Funds **\$108,643,000**

Further justification of these amounts is provided in the Reimbursable and Revolving Fund sections of this document. The following is the proposed administrative provision:

SEC. 1202. REIMBURSABLE AND REVOLVING FUND ACTIVITIES. (a) IN GENERAL. – For fiscal year 2006, the obligational authority of the Library of Congress for the activities described in subsection (b) may not exceed \$109,943,000.

(b) ACTIVITIES. – The activities referred to in subsection (a) are reimbursable and revolving fund activities that are funded from sources other than appropriations to the Library in appropriation Acts for the legislative branch.

(c) TRANSFER OF FUNDS. – During fiscal year 2006, the Librarian of Congress may temporarily transfer funds appropriated in this Act, under the heading "LIBRARY OF CONGRESS" under the subheading - "SALARIES AND EXPENSES" to the revolving fund for the FEDLINK Program and the Federal Research Program established under section 103 of the Library of Congress Fiscal Operations Improvement Act of 2000 (Public Law 106-481; 2 U.S.C. 182c): *Provided*, That the total amount of such transfers may not exceed \$1,900,000: *Provided further*, That the appropriate revolving fund account shall reimburse the Library for any amounts transferred to it before the period of availability of the Library appropriation expires.

2. Section 1203 - National Digital Information Infrastructure and Preservation Program (NDIPP) State Grants

The Library of Congress seeks to set aside \$25,000,000 of the \$75,000,000 provided under the FY 2001 appropriations act to match dollar-for-dollar any non-federal contributions to the National Digital Information and Infrastructure Preservation Program, including in-kind contributions. The Library requests that this amount be exempt from the match requirement and made immediately available in FY 2006.

The purpose of the set-aside is to provide competitive grant funding for state governmental entities who meet NDIPP preservation partnership network building and digital content preservation grant guidelines. Eligible recipients of the set-aside are to be state governmental entities (state libraries, archives, and other state agencies) who apply for NDIPP Initiative grants to preserve significant, at-risk, and born digital state and local government information. Non-state governmental entities can still apply for NDIPP funding to preserve state government records; however, those entities will be subject to the match requirement and not eligible to receive funding from the \$25,000,000 set-aside.

The following is the proposed administrative provision:

SEC. 1203. NATIONAL DIGITAL INFORMATION INFRASTRUCTURE AND PRESERVATION PROGRAM. The Miscellaneous Appropriations Act, 2001 (enacted into law by section 1(a)(4) of Public Law 106-554, 114 Stat. 2763A– 194) is amended in the first proviso under the subheading “SALARIES AND EXPENSES” under the heading “LIBRARY OF CONGRESS” in chapter 9 of division A by adding before the period at the end “, except that an amount not to exceed \$25,000,000 of such additional \$75,000,000 shall remain available until expended without matching contributions for competitive grants to state governmental entities to work cooperatively to collect and preserve at-risk digital state and local government information”.

3. Section 1204 - Fee for Maintenance, Upgrade, or Construction of United States Diplomatic Facilities

The Department of State (DOS) has established a Capital Security Cost-Sharing Program in their budget. The program is designed to have all U.S. Government agencies with overseas presence pay a portion of DOS’ building program, based on number of employees overseas (vs. actual space required or services provided in each embassy). The building program will build approximately 150 new embassy

compounds over a 14-year period for a total of approximately \$17.5 billion. Each agency, including the Library of Congress, is required to request funding in its annual budget submission to support this program.

The following is the proposed administrative provision:

SEC. 1204. UNITED STATES DIPLOMATIC FACILITIES. Funds made available for the Library of Congress under this Act are available for transfer to the Department of State as remittance for a fee charged by the Department for fiscal year 2006 for the maintenance, upgrade, or construction of United States diplomatic facilities only to the extent that the amount of the fee so charged is equal to or less than the unreimbursed value of the services provided during fiscal year 2006 to the Library of Congress on State Department diplomatic facilities.

4. The Library of Congress, Salaries and Expenses appropriation language changes:

Provided further, That of the total amount appropriated, \$14,972,000 shall remain available until expended for the partial acquisition of books, periodicals, newspapers, and all other materials . . .

Provided further, That of the total amount appropriated, \$12,091,000 shall remain available until expended for partial support of the National Audio-Visual Conservation center

Provided further, That of the total amount appropriated, \$1,515,000 shall remain available until expended for the renovation and restoration of the Thomas Jefferson and John Adams Library buildings.

5. The Library of Congress, Copyright Office Salaries and Expenses appropriation language changes

The FY 2006 Copyright Office appropriation reflects funding for the new Copyright Royalty Judges program as authorized by the Copyright Royalty and Distribution Reform Act of 2004, Pub. L. 108-419 generally amending sections 801-805 of Title 17 of the U.S. Code. The statute replaces the former Copyright Arbitration Royalty Panels program, which was funded from royalties collected from users of the copyright statutory licenses, with the Copyright Royalty Judges program, to be funded from net appropriations. As amended, section 803(e)(1) of the copyright statute now provides that fees collected under section 803(b)(2)(A) may be used for payment of reasonable costs, other than the salaries of the Copyright Royalty

Judges and their staffs, incurred in support of copyright royalty proceedings, with the exception of the salaries of copyright judges and staff, which are to be funded by appropriations. Section 803(b)(2)(B) of the statute also authorizes net appropriations for all costs not covered by fees. It is anticipated that the total fees collected under section 803(b)(2)(A) will be very modest. Under the statute, all appropriations for the Copyright Royalty Judges program are authorized to remain available until expended.

The following is the proposed language:

For necessary expenses of the Copyright Office and the new Copyright Royalty Judges program, \$58,191,000, of which not more than \$26,481,000, to remain available until expended, shall be derived from collections credited to this appropriation during fiscal year 2006 . . .

Provided further, That of the total amount appropriated, \$1,300,000 shall remain available until expended exclusively for the Copyright Royalty Judges program under chapter 8 of such title, of which not more than \$1,000 shall be derived from collections pursuant to section 803(e)(1)(A) (2005) of such title.

Library of Congress
Library of Congress, Salaries and Expenses
Analysis of Change
(Dollars in Thousands)

	FY 2006 Agency Request	
	FTE	Amount
Appropriation, FY 2005.....	2,904	\$384,671
Minus: Rescission.....	0	- 3,078
Adjusted Appropriation, FY 2005.....	2,904	\$381,593
Non-recurring Costs:		
Collections Move to Ft. Meade and Culpeper	- 35	- 2,432
Shifting Collections		- 949
Preventative Conservation	- 3	- 620
Adventure of the American Mind		- 1,232
OS/ITS NAVCC - Culpeper		- 852
ITS XML Capability		- 645
Middle East Text Initiative		- 496
Cooperative Preservation and Conservation Project		- 298
Association for Diplomatic Studies and Training		- 99
Total, Non-recurring Costs.....	- 38	- 7,623
Mandatory Pay and Related Costs:		
Comparability pay raise 2006		5,542
Comparability pay raise 2006 (foreign)		284
Annualization of pay raise 2005		3,280
Annualization of FY 2005 FTEs	8	589
Within-grade increases		2,005
Transit Subsidy Monthly Increase to \$105		90
Workers' Compensation		- 76
Total, Mandatory Pay and Related Costs.....	8	11,714
Price Level Changes	0	4,095
Program Increases:		
Unfunded Mandates:		
DOS Capital Security Cost Sharing Program		1,201
Major Ongoing Projects:		
NAVCC - Culpeper - Library Services	23	-3,091
GENPAC - Acquisition of Library Collections		2,000
Preservation	22	3,375
Major Ongoing Library-wide Projects:		
Information Technology		
Increased Staffing - Systems Engineering Group	5	571
Infrastructure Support (service provider contract)		1,017
Systems Certification and Accreditation		720
Momentum Support		1,000
Facility Services Modernization	2	1,473
Emergency Preparedness		746
Sustaining Staff Capacity:		
Restoration of FY 2005 Pay Rescission		2,138
Other Projects:		
Chinese Acquisitions Program	7	493
Access to Law Collections		445
Central Classification and Staffing System		1,600
Renovation & Restoration of Jefferson/Adams Buildings		1,515
Police Staffing	45	4,097
Total, Program Increases.....	104	19,300
Net Increase/Decrease.....	74	\$ 27,486
Total Budget.....	2,978	\$409,079
Total Offsetting Collections	0	- 6,350
Total Appropriation	2,978	\$402,729

Library of Congress Library of Congress, Salaries and Expenses

Summary By Object Class (Dollars in Thousands)

Object Class	FY 2004 Actual Obligations	FY 2005 Enacted ¹	FY 2006 Request	FY 2005/2006 Net Change
11 Personnel Compensation	\$189,185	\$197,065	\$213,221	+ \$16,156
12 Personnel Benefits	43,674	46,118	49,889	+ 3,771
13 Benefits for Former Personnel	198	153	202	+ 49
21 Travel	1,466	1,849	1,998	+ 149
22 Transportation of Things	1,023	1,033	1,058	+ 25
23 Rent, Communications and Utilities	6,045	7,520	7,621	+ 101
24 Printing and Reproductions	4,376	4,543	4,631	+ 88
25 Other Contractual Services	64,428	69,139	80,044	+ 10,905
26 Supplies and Materials	3,243	3,314	4,123	+ 809
31 Equipment	46,282	46,982	44,536	- 2,446
41 Grants	23,799	3,375	1,250	- 2,125
42 Insurance Claims and Indemnities	0	6	6	0
43 Interest	4	0	0	0
94 Finance Transfers	0	496	500	+ 4
Total, Budget	\$383,723	\$381,593	\$409,079	+ \$27,486

¹ Reflects the FY 2005 Enacted level, less the rescission.

OVERVIEW

The Library of Congress, Salaries and Expenses appropriation supports the National Library, Office of Strategic Initiatives, Law Library, Management Support Services, Office of the Librarian, Human Resource Services, Integrated Support Services, and Security and Emergency Preparedness programs.

FY 2006 BUDGET REQUEST

The Library is requesting a total of **\$409.079 million** for the Library of Congress, Salaries & Expenses (LC, S&E) in **FY 2006**. Requested increases include: mandatory increases of \$11.714 million, price level increases of \$4.095 million, and program increases of \$19.3 million, offset by non-recurring costs \$-7.623 million.

The requested program changes support a variety of Library initiatives, including the National Audio-Visual Conservation Center at Culpeper, Virginia, acquisitions, classification and preservation of Library materials, personnel management, security and emergency preparedness, and information technology. All initiatives support the programs and staff of the Library and will enhance its products, services, and customer satisfaction.

Detailed funding tables and justifications for each of the LC, S&E programs are provided under the next nine tabs.

Library of Congress
Library of Congress, Salaries and Expenses
National Library - Basic
Analysis of Change
(Dollars in Thousands)

	FY 2006	
	Agency Request	Amount
	FTE	
Appropriation, FY 2005	1,861.5	\$200,136
Minus: Rescission	<u>0.0</u>	<u>- 1,603</u>
Adjusted Appropriation, FY 2005	1,861.5	\$198,533
Non-recurring Costs:		
Collections Move to Ft. Meade and Culpeper	- 35.0	- 2,432
Shifting Collections		- 949
Preventative Conservation	- 3.0	- 620
Middle East Text Initiative		- 496
Cooperative Preservation and Conservation Project		- 298
Association for Diplomatic Studies and Training		99
Total, Non-recurring Costs	- 38.0	- 4,894
Mandatory Pay and Related Costs:		
Comparability pay raise 2006		3,244
Comparability pay raise 2006 (foreign)		284
Annualization of pay raise 2005		1,997
Annualization of FY 2005 FTEs	6.5	426
Within-grade increases		1,224
Transit Subsidy Monthly Increase to \$105		<u>62</u>
Total, Mandatory Pay and Related Costs	6.5	7,237
Price Level Changes	0.0	929
Program Increases:		
Unfunded Mandates:		
DOS Capital Security Cost Sharing Program		1,201
Major Ongoing Projects:		
NAVCC - Culpeper	23.0	-3,091
Preservation	22.0	3,375
Sustaining Staff Capacity:		
Restoration of FY 2005 pay rescission	0.0	1,380
Other Projects:		
Chinese Acquisitions Program	<u>7.0</u>	<u>493</u>
Total, Program Increases	52.0	3,358
Net Increase/Decrease	<u>20.5</u>	<u>\$ 6,630</u>
Total Budget	1,882	\$205,163
Total Offsetting Collections	0	0
Total Appropriation	1,882	\$205,163

Library of Congress
Library of Congress, Salaries and Expenses
National Library - Basic

Summary By Object Class
(Dollars in Thousands)

Object Class	FY 2004 Actual Obligations	FY 2005 Enacted ¹	FY 2006 Request	FY 2005/2006 Net Change
11 Personnel Compensation	\$118,093	\$119,837	\$128,134	+ \$8,297
12 Personnel Benefits	27,039	27,939	30,024	+ 2,085
13 Benefits for Former Personnel	74	69	77	+ 8
21 Travel	1,004	1,268	1,343	+ 75
22 Transportation of Things	907	911	936	+ 25
23 Rent, Communications and Utilities	1,090	1,688	1,774	+ 86
24 Printing and Reproduction	2,861	3,096	3,164	+ 68
25 Other Contractual Services	17,120	23,061	26,098	+ 3,037
26 Supplies and Materials	2,400	2,439	2,900	+ 461
31 Equipment	13,376	16,586	9,963	- 6,623
41 Grants	1,244	1,143	250	- 893
42 Insurance Claims and Indemnities	0	0	0	0
43 Interest	4	0	0	0
94 Finance Transfers	0	496	500	+ 4
Total, Budget	\$185,212	\$198,533	\$205,163	+ \$6,630

¹ Reflects the FY 2005 Enacted level, less the rescission.

OVERVIEW

The National Library's mission is to acquire, organize, preserve, secure and sustain for the present and future use of the Congress and the nation, a comprehensive record of American history and creativity and a universal collection of human knowledge. The services performed by the National Library include:

- Coordination of collection development policies for the Library of Congress and acquisition of materials from all over the world. Each year, the Library acquires more than two million items for addition to the collections.
- Creation of bibliographic records that assure access to the Library's vast collections, and also provide basic bibliographic information in standard form for libraries throughout the United States and the world.
- Creation, coordination, and dissemination of worldwide cataloging standards.
- Public service and collections management for both general and special format materials, such as manuscripts, rare books, prints, photographs, maps, atlases, music, motion pictures, sound recordings, videotapes, and materials in foreign languages.
- Development and distribution of Library products and services.
- Administration of the Library's preservation program – treatment of more than 1.5 million items a year – including the Mass Deacidification program.
- Administration of the National Film and Recording Preservation Boards.
- Management of the Library's educational, scholarly, visitor and interpretive programs, as well as the Center for the Book, and the American Folklife Center. The library responds to more than 700,000 requests a year for research and information, including almost 400,000 in-person requests in the 21 reading rooms, open to the public in Washington, D.C. In addition, the Library responds to more than 65,000 free interlibrary loan requests from across the nation, more than 4,000 interlibrary loan requests from foreign libraries as well as some 30,000 requests for book loans from the Congress each year.
- Coordination of service and programs on behalf of federal libraries and information centers. Approximately 1,200 Federal offices participate in the program, which saves the offices an estimated \$8.5 million annually in contract cost avoidance benefits, and more than \$10 million in products and services discounts.
- Online guides to Internet resources for selective and authoritative electronic links that provide data by countries and regions of the world in the Portals to the World series.

- Management of the Library's pioneering effort to share its unique collections and those of its collaborating partners with the nation's schools, libraries and others, via new electronic technology. The Internet based systems of the National Library now record more than 3.4 billion "hits" per year.

FY 2005 PRIORITIES

- Continue the process begun in FY 2004 with the Library Services realignment, to transform the National Library to meet the needs of its users in the 21st century. This includes looking at Library processes and activities from the perspectives of these users.
- National Audio-Visual Conservation Center (NAVCC): Complete Phase 1 of the complex, comprised of the newly-renovated Collections Building and Central Plant, to be ready for initial collections move-in by May 2005.
- Continue preservation and environmental monitoring initiatives to protect the Library's collections, including work to inventory, treat and transfer collections to Culpeper.
- Sustain the expansion of the Veterans History Project through greater outreach across the Nation and ensure sufficient infrastructure at the Library to process and store collections materials acquired through this program.
- Continue preparations for the opening of the Capitol Visitors Center.

FY 2006 PRIORITIES

In FY 2006 major priorities include:

- Ensuring proper storage of the Libraries collections through construction of Modules 3 and 4 at Ft. Meade.
- Completing the construction work at the NAVCC that allows full collections and staff moves into the new facility.
- Sustaining existing preservation initiatives.
- Ensuring adequate resources for collections acquisitions.

FY 2006 BUDGET REQUEST

The Library is requesting a total of **\$205.163 million** for the National Library - Basic Program in FY 2006, a net increase of \$6.63 million over FY 2005. The total includes \$8.166 million in mandatory and price level increases, \$3.358 million in program changes, offset by \$-4.894 million in non-recurring costs related to the shifting of the

collections, Middle East Text Institute, Association for Diplomatic Studies, preservation & conservation projects, and other one-time costs. Funding supports a total of 1,882 FTEs, a net increase of 20.5 FTEs over FY 2005.

PROGRAM CHANGES

\$3,358,000/52 FTEs

Department of State Capitol Security Cost Sharing **(\$1,201,000/0 FTEs)**

In FY 2004, the Administration proposed the establishment of a Capital Security Cost-Sharing Program to assist in the construction of new embassies. The program is designed to finance the construction of approximately 150 new embassy compounds over a 14-year period at a total cost of approximately \$17.5 billion. The program is administered by the Department of State's Office of Overseas Buildings.

Each U.S. Government agency with an overseas presence is assessed a portion of the Department of State (DOS)'s new building program, based on number of employees overseas. Currently, the Library has 222 positions located in 12 locations with 95 percent of the staff located in only six locations. The program is being phased in, beginning in FY 2005, with agencies contributing 20 percent of their assessed costs. The contribution level rises to 40 percent in FY 2006, 60 percent in FY 2007, 80 percent in FY 2008, and 100 percent in FY 2009. Current data indicates that DOS will pay approximately 63 percent of the yearly total, with the balance paid by all agencies with an overseas presence.

The LOC's contribution to the Capital Security Cost-Sharing program was \$1.2 million in FY 2005, increasing each year thereafter, with an estimated flat rate of \$5.5 million per year for FY 2009-2018. This assessment is equivalent to 62 percent of the Library's total FY 2005 overseas budget of \$8.937 million. The Library is requesting an additional \$1.2 million in FY 2006, bringing the total to \$2.4 million for the cost-share program - the DOS assessment to the Library of Congress.

The Capital Security Cost-Sharing program is an initiative support by the Administration and enacted in the FY 2005 appropriation. If funding is denied for the next phase of the program, the Library will have insufficient resources to operate its overseas offices, resulting in termination of valuable international acquisition programs.

The Library has maintained the FY 2005 administrative provision limiting DOS' assessment to the equal of or less than the unreimbursed value of the services provided to the Library on State Department diplomatic facilities. However, the Library feels it must still request the full \$2.4 million to protect itself until the evaluation methodology is fully resolved.

NAVCC Culppeper

(\$-3,091,000/23 FTEs)

The NAVCC in Culppeper, Virginia will be a world-class, state-of-the-art conservation center that will consolidate and integrate the Motion Picture, Broadcasting and

Recorded Sound (MBRS) Division administrative, acquisitions, processing, storage, preservation, laboratory transfer and reformatting activities in one central facility, while also greatly increasing preservation capabilities and efficiencies. A detailed introduction to the NAVCC was included in the Library's FY 2004 funding request. FY 2006 represents the third year in the Library's five-year cost model for funding the development of the NAVCC. These five-year cost projections are adjusted annually to align with shifts in the Packard construction and occupancy schedule, and to account for other changes in the availability of ongoing Library resources. The complete cost model was previously forwarded to Congress and has been updated again for the FY 2006 request.

The Library continues to work closely with representatives of the Packard Humanities Institute (PHI) to build the NAVCC. Construction on the project began in September 2003. PHI's construction schedule has accelerated during the past year and now calls for Phase 1 of the complex, comprised of the newly renovated Collections Building and Central Plant, to be ready for collections move-in by May 2005, while the new Phase 2 Conservation Building and Nitrate Vaults will be ready for staff move-in by April 2006. At this time, construction by PHI will be completed and the entire property will be transferred to the government.

During FY 2006, the Library's ability to procure, deliver and install NAVCC furnishings, equipment and infrastructure must again be carefully managed in concert with PHI's schedule for finishing, testing and commissioning Phase 2 of the facility. For this reason, **no-year funding authority is again required** in order to accommodate unforeseen fluctuations in the construction schedule and to stage the various transition components and procurements across fiscal years. For FY 2006, the overall transition includes several components for which timing and funding flexibility will be especially desirable, including the bulk of the staff relocations, the completion of collections relocation (including nitrate film), and finishing out the design, procurement and integration of the complex digital preservation systems within the NAVCC's audio-visual laboratories.

The Library has identified a series of one-time investment and Relocation costs and ongoing Program and Operations & Maintenance (O&M) requirements related to the transition to Culpeper that are being staged for deployment during the initial five-year period (FY 2004-2008). The facility will be opened during this time period and the requested equipment and FTE resources are required for the facility to be fully operational.

In FY 2006, Library Services is requesting a total of **\$13.732 million** and **40 FTEs**, a net decrease of \$-2.645 million and +29.5 additional FTEs. Funding is requested in Library Services as follows:

	FY 2005	Mandatory/Price & Non-recurring	Program Changes	FY 2006 Request	Difference
Annual Base (One-Year)	\$ 3.738M	----	+ \$.030M	\$ 3.768M	+ \$.030M
No-Year Authority	12.639M	+ .446M	- 3.121M	9.964M	- 2.675M
Total, LS	\$16.377M		- \$3.091M	\$13.732M	- \$2.645M
FTEs	10.5	6.5 ¹	+ 23	40	+ 29.5

¹ Annualized FTEs

Note: Culpeper funding is also included in the Integrated Support Services (ISS) and Information Technology Services (ITS) budgets. Requested funding in these accounts only reflects mandatory and price level increases, offset by non-recurring costs. In total, the Library is requesting \$16.171 million and 47 FTEs in FY 2006 for the Culpeper project, a net decrease of \$-3.191 million from FY 2005 as follows:

	FY 2005	Mandatory/Price & Non-recurring	Program Changes	FY 2006 Request	Difference
Annual Base (One-Year)					
LS	\$ 3.738M	\$ 0	+ \$.030M	\$ 3.768M	+ \$.030M
ITS	0	0	0	0	0
ISS	.149M	+ \$.163M	0	.312M	+ .163M
Total, One-Year	\$ 3.887M	+ \$.163M	+ \$.030M	\$ 4.080M	+ \$.193M
No-Year Authority					
LS	\$12.639M	+ \$.446M	- \$3.121M	\$ 9.964M	- \$2.675M
ITS	2.836M	- .709M	0	2.127M	- .709M
ISS	0	0	0	0	0
Total, No-Year	\$15.475M	- \$.263M	- \$3.121M	\$12.091M	- \$3.384M
Total, Culpeper Project	\$19.362M	- \$.100M	- \$3.091M	\$16.171M	- \$3.191M
FTEs	16	+ 8 ¹	+ 23	47	+ 31
(LS)	(10.5)	(+ 6.5)	(+23)	(40)	(+ 29.5)
(ITS)	(4)	0	0	(4)	0
(ISS)	(1.5)	(+ 1.5)	0	(3)	(+ 1.5)

¹ Annualized FTEs

The table on the following page reflects the allocation of Library Services FY 2004-2006 Culpeper costs by object class.

FY 2006 Funding

Funding is presented by pay and non-pay.

between users and the CTO's office. Also responsible for addressing most low-level problems, which occur on most computer production equipment. **One FTE (GS-11)**

Preservation Services

- **Head of AV Preservation:** The Head will have major responsibilities for overseeing and assuring the provision of quality preservation services both to internal custodial units and to external libraries and archives, and private-sector customers and partners. Serves as the ongoing liaison to these outside organizations, which will provide revenue to the facility. Designs, develops, and implements a comprehensive, efficient and effective preservation strategy and program based on the Center's requirements and policy guidelines. Manages technical aspects of the preservation of media and data in the Center's collections. Develops and proposes long-term strategies for the preservation of collections; surveys internal collections, identifying and inventorying groups of materials; analyzes, determines and prioritizes preservation needs; assesses collections and archives considered for acquisition by the Library with regard to condition, scope, storage history and other aspects pertinent to the long-term conservation of the material. Develops, plans and administers a full-scale, comprehensive program of research and technological development to seek practical solutions for problems related to the preservation of audiovisual materials; and facilitates development of methods and techniques that serve as standard models for other institutions and affiliates. **One FTE (SL)**

- **Scheduler:** Position has overall responsibility for scheduling work throughout the NAVCC facility, with a key focus on processes intersecting the preservation laboratories, including both metadata and reformatting production. Because the NAVCC will be a far more integrated facility than current MBRS operations, it will be necessary to create a scheduling office that bridges all divisions of the Center. The scheduler will work with curators, processing heads, and laboratory staffs to forecast, schedule and manage with a primary focus on the digital work, and schedule staff, material and other production facility resources to accomplish efficient utilization of media, equipment and personnel. **One FTE (GS-12/13)**

- **Workflow Coordinator:** Works with the Scheduler to coordinate all workflow throughout the facility. Oversees all requests for moving media from the vaults to media prep rooms, into the labs, and back to the vaults. Works with the lab heads to forecast needs to keep the digital pipeline full. Also facilitates technical facilities, maintenance needs, contract vendors and equipment calibration/certification cycles. Works closely with the Moving Image and Recorded Sound collection sections. **One FTE (GS-7/9)**

Sound & Video Laboratories, Preservation Services

- **Video Senior Preservation Specialist/Supervisor:** Serves as a supervisor and digitization operator for reel-to-reel video program media for the NAVCC's V1 reformatting pods. **One FTE (GS-12/13)**

- **Video Digital Conversion Specialist:** Video engineer position that designs, installs and maintains digital workflow of video program information. **One FTE (GS-12/13)**
- **Quality Assurance (QA) Specialist B Audio:** Evaluates and verifies audio digitization and reformatting for preservation to assure highest quality transfers. Reviews customer orders for outside clients. Currently the MBRS Recording Lab has only one QA specialist. The projected increase in preservation throughput targets for the NAVCC, will require two specialists – one for audio and one for video. **One FTE (GS-11)**
- **Robotics Transfer Operator:** Programs and operates digitization of video and audio cassette based media in a high capacity, multi-stream manner using automated robotic systems in the NAVCC's R1 reformatting pod. **One FTE (GS-7)**

Recorded Sound Section, National Collections

- **Curator, Recorded Sound:** Determines priorities for acquisitions, processing and selection for preservation and digital reformatting; coordinates acquisitions, especially in the dramatically increased NAVCC activities of digital acquisition and capture; subject specialist for recorded sound collections; provides workflow coordination with Sound and Video Laboratory; and conducts outreach and coordination with outside institutions including grant writing. **One FTE (GS-13)**
- **Catalogers:** Duties include editing bibliographic records created by processing technicians and Sound Laboratory staff; creating bibliographic records for preservation tapes made by the Recording Laboratory from 1960-1995; creating collection-level bibliographic records for manuscript and other special collections controlled by finding aids; and cataloging materials too fragile to be sent to Capitol Hill for cataloging by Special Materials Cataloging Division. **Two FTEs (GS-9/12)**
- **Processing Technicians:** Technicians work closely with operators assigned to audio preservation in the Sound Laboratory. Duties include creating administrative and technical metadata for every item entering the Sound Laboratory for preservation; scanning paper materials when necessary; augmenting bibliographic records with descriptive, administrative and technical metadata created by the Sound Laboratory engineers; and creating derivative files for access. **Two FTEs (GS-5-8)**

Moving Image Section, National Collections

- **Catalogers:** Duties include regular cataloging of most difficult and challenging historical film and video collections; oversight of lower level staff in the physical processing and inventory control of backlog and newly received collections; and special Moving Image (MI) and Cataloging Policy Support Office (CPSO) writing and research projects associated with developing and maintaining international standards for cataloging moving image materials. **Two FTEs (GS-13)**

- **Processing Technicians**: Provide physical processing and accessioning of all incoming moving image collection items; process and scan copyright descriptive material and other paper-based collections; assist curators in selecting and preparing collection items for preservation; create MAVIS inventory records and metadata for materials in digital repository; and deliver processed collection items to Collection Control Specialists in Collections Storage Building. **Two FTEs (GS-5-8)**

Access and Outreach Partnerships

- **Head of Access and Outreach Partnerships**: The Head will carry out the Center's commitment to provide greater public access to the collections within an expanding range of on-site and off-site venues through a number of mechanisms, including scholarly and education programs, conferences, symposia and lectures, publications and new media productions, onsite and circulating exhibitions, special events, affiliate programs, and remote access partnerships. Develops a national outreach strategy; coordinates the Center's multi-faceted educational and professional outreach initiatives; provides authoritative guidance in the resolution of complex problems or issues impacting major Center initiatives related to outreach. Builds and develops relationships and partnerships with relevant public and private-sector cultural, educational, industry, library and community organizations, investors, and affiliates. Assists in developing the legal framework and practical mechanisms for implementing new programs through which the Library and the Center perform conservation and provide expanded access to audio-visual collections in a digital environment, taking into account existing legislation, deposit agreements, and the U.S. Copyright laws. Responsible for developing and managing a broad range of web based educational professional outreach programs. Judges the potential of innovative projects and promotes further exploration of promising new approaches. **One FTE (GS-15)**

Non-Pay Costs - Total \$10.434 million (\$-5.114M below FY 2005)

FY 2006 total, non-pay, costs reflect a combination of new requested funds and reprogrammed funds in the base. Description of each funding category is for total costs.

OC 23 – Rental – Total \$60K (\$+0)

- **Collections Transport Vehicles**: Annual lease for specialized vehicles dedicated to NAVCC service, including one refrigerated truck and one step-van. (\$60K)

OC 25 – Contracts/Consultants – Total \$6.436M (\$+1.853M)

- **Human Resources Consultant**: Third year contract to assist full-time with implementing the MBRS reorganization, prepare new job descriptions, consult with

- staff on position transitions, help with union packages and negotiations, and coordinate with the relocation contractor. (\$150K)
- SEITA Contract for Preservation Systems Design and Integration: Second year contract to design and develop the integrated systems required for the operations of the Center's new Audio-Visual Laboratory, comprising two related laboratories – the Film Lab and the Sound & Video Lab – each of which will have integrated analog and digital capabilities. One main contract will provide detailed system design and also support Library management with the development and integration cost, e.g., via a SETA (System Engineering and Technical Assistance) contract. One or more additional contracts will execute the actual system development, software customization, and integration, i.e., a systems integration contract. Both contracts assume the existence of hardware and COTS (commercial off the shelf) software for the Digital Preservation System. (\$500K)
 - AVV Laboratories Development and Installation Support: Second year contract to oversee the procurement, integration and installation of the specialized equipment for the Film and Sound & Video laboratories. At the time that the new equipment is procured, it will be necessary to design its installation within the spaces being provided in the Conservation Building. This work includes equipment placement, electrical, plumbing, and mechanical systems hookups as well as related equipment, e.g., silver recovery, chemical mix, chemical analysis, etc. (\$100K)
 - Relocation and Travel Services Contractor: Continuation of contract with the Department of Treasury's Bureau of Public Debt to provide all standard relocation services to employees. These services include two major components: full end-to-end relocation services, and processing of all relocation-related financial transactions. (\$100K)
 - Staff Relocation: Revised estimate provided by the Bureau of Public Debt is based on approximately 40 employees relocating by FY 2006 at a cost of \$75 thousand per employee. Includes costs for the standard Federal relocation benefit package authorized under the Federal Travel Regulation. (\$2.6M)
 - Collections Relocation: Costs for the relocation of all nitrate film from Dayton, Ohio. (\$750K)
 - Equipment Relocation: Covers relocation of the existing Film Lab and Recording Lab equipment and selected specialized furniture and cabinetry, as well as maintenance and spare parts supplies from both laboratories. (\$600K)
 - Maintenance for Office Equipment: Initial year of ongoing maintenance contracts for office hardware/software. (\$30K)
 - Maintenance for AVV Labs Equipment: Full year of ongoing maintenance contracts for the specialized equipment in the Film Lab and Sound & Video Lab. (\$75K)

- Security Contract: Provide 24/7 contract security guard services, two guards per shift; includes maintenance on security vehicles, communications equipment, training, etc. (\$400K)
- Refuse Removal Services: Contract includes recycling and compactor maintenance. (\$7.5K)
- Hazmat Removal Services: Contract removal of laboratory chemicals and discarded nitrate film materials. (\$30K)
- Maintenance Services: Contract for ongoing maintenance of forklifts, battery chargers, pallet jacks, compactors, etc. (\$5K)
- Custodial Services: Custodial services contract. (\$487.5K)
- Health Services: Includes stocking of a small health room, participation in local immunization programs, etc. (\$10K)
- Furniture Service Contract: Includes furniture repair, minor relocation, art work oversight, signage, etc. (\$15K)
- Transportation Services and Repair: Includes gasoline and oil costs, miscellaneous repairs and maintenance. (\$26K)
- Operational Support of NAVCC: Contract funds for the Packard Humanities Institute covering utilities, housekeeping, and maintenance prior to Library occupation. (\$550K)

OC 31 – Equipment – Total \$3.938M (\$-6.967M)

- Film Laboratory Equipment: Based on the film lab master equipment list (updated annually). Details can be provided upon request. (\$1.880M)
- Sound & Video Laboratory Equipment: Based on the sound & video lab master equipment list (updated annually). Details can be provided upon request. (\$1.002M)
- Digital Preservation System (DPS): The NAVCC is being designed in collaboration with PHI to include an integrated Digital Preservation System that will use the latest technologies to capture, process, preserve, archive and provide access to the Library's audio-visual and paper collections in digital form. The Library is prototyping new approaches for storing and maintaining digitally reformatted and born-digital recorded sound and moving image collections and developing new ways to present them to researchers. Collection materials will be processed and made accessible to the Library's reading rooms on Capitol Hill. Built primarily with FY 2005 funds, the FY 2006 costs will cover the remaining hardware and software requirements to

complete the system prior to opening the center in FY 2006. The majority of the funds will be used for continued software development to refine efficiency and fix any identified bugs in the digital pipeline at Culpeper. (\$1M)

- Automatic Teller Machine (ATM) Installation: One ATM will be installed near the lobby of the Conservation Building. Quotation provided by the Library of Congress Federal Credit Union. (\$21K)
- Signage: Design, purchase and installation of location and directional signage throughout the facility. Quotation estimate provided by Packard Humanities Institute. (\$35K)

Cost Model for the Entire Project

The current baseline of MBRS costs will continue to function at the Division's existing locations while investments are made to design, construct, outfit and test the Culpeper facility during 2003 through 2008. As portions of the facility become available for use during this period, relocation costs will be incurred to move collections, personnel, equipment and materials. When the relocation is complete, a new operational baseline will be established where 90 percent of operations are conducted in Culpeper and 10 percent (primarily reference and reading room services) in Washington, D.C. Approximately 120 Library of Congress employees will be located at Culpeper during its initial years of occupancy, with approximately 10-15 public service and reference staff remaining in Washington. Full occupancy in the outer years is expected to be 140-150 Library of Congress employees at Culpeper.

Future Funding

- FY 2007 Highlights: The main one-time investment cost for FY 2007 will be an estimated \$5.476M for equipment needed to outfit the Film and Sound & Video laboratories. Additional FTEs will also be needed.
- FY 2008 Highlights: FY 2008 represents the anticipated final year of the investment cost model. The main one-time cost will be \$1.87M to complete the equipment ramp-up for the AV laboratories. From this point, the move to Culpeper will be completed and requests will primarily involve the remaining staffing necessary to operate the programs, funds to continue the NAVCC's equipment refreshment cycle, and ongoing operations & maintenance contracts.

Current Status of the NAVCC Project

In October 2003, the Library prepared a draft "NAVCC Concept of Operations" that identifies the core strategic value of the Center, presents its business and operational models, and identifies functional and high-level system requirements. This was followed in December 2003 with the preparation of a "Phased Transition Plan" and in January 2004 with the establishment of the NAVCC Transition Program Office. In early 2004, the Library contracted with Hanscomb Inc. (PHI's project management firm) to

develop the Transition schedule in a way that allows for close coordination with Packard construction efforts. The Transition Office is overseeing the transition of the MBRS Division into the NAVCC through five component project management teams: Facilities & Logistics, Human Resources, Systems, Operations, and New Business Model. Detailed business process and systems requirements, as well as new workflows and database modeling for the new Center were prepared in fall 2004.

Key next steps for the Library include completing and bargaining of the Reorganization plan that will convert the MBRS Division into the NAVCC, recruitment and hiring of new staff, and developing the NAVCC legislative package to authorize the Center's new business model, expanded capabilities for digital preservation and access, and operational innovations.

The Packard Humanities Institute architectural and design team completed 100 percent Construction Drawings for Phase 2 in summer 2004. Under the direction of DPR Inc., PHl's construction manager and general contractor, construction continues on schedule for both phases of the project. PHl's estimated total construction budget remains between \$120-130 million.

Projected Completion Time Line

Below are the updated key dates for construction and occupancy within PHl's schedule:

Phase 1B Collections Building and Central Plant:

- September-December 2004: LC contractor installed rails for compact shelving in Collections Building
- February-May 2005: LC contractor installs mobile compact shelving in Collections Building
- September 2004-February 2005: installation of IT, data, and security cabling
- March-May 2005: start up, testing and commissioning of Central Plant and Phase 1
- May 2005: completion of Phase 1
 - Move-in all sound and moving image collections (non-nitrate) into Collections Building
 - Occupancy by AOC operations staff and contractors in Central Plant
 - Occupancy by LC collections control staff in Collections Building
- May 2005-April 2006: period of interim use and occupancy while Phase 2 is being completed

Phase 2B Conservation Building and Nitrate Vaults:

- August-December 2005: LC installs voice/data cabling
- November 2005-February 2006: installation of shelving in nitrate vaults
- December 2005-February 2006: begin installation of furniture and equipment in Conservation Building
- April 2006: completion of Phase 2
 - Transfer of entire property to the government
 - Relocation and move-in of NAVCC program staff from Washington, DC and Dayton, Ohio into the Conservation Building
 - Relocation of nitrate film collections from Dayton

Preservation

(\$ 3,375,000/ 22 FTEs - NTE 3 years)

In FY 2003, Congress provided 35 NTE positions for the assessment, treatment, and labeling of collections selected for stabilization and improved storage. These items were to be stored in environmentally monitored Capitol Hill buildings, or moved off-site to storage facilities at Ft. Meade and Culpeper. Work included the incorporation of new specifications and in some cases, innovative paper-strengthening treatments.

As a result of this program, Library Services increased the life expectancy of over 1.3 million items. The selected collections were successfully treated, inventoried and transferred to appropriate storage facilities. In addition, Library services developed a more streamlined and cost-efficient process to accomplish this task using a temporary workforce that gained proficiency and familiarity with the Library's collections, needs, and procedures. While the Library accomplished a significant amount of preservation work, there is still much more to be done.

Library Services is requesting a total of **\$3.375 million and the retention of 22 of the 35 NTE FTEs**, for an additional 3 years (FY 2006-2008) and other support costs related to the stabilization and preparation of an additional 4.5 million items for preservation and storage.

In addition, the Library is requesting \$10 thousand to double the number of environmental monitors from 95 to 190, in order to expand monitoring from 3 Library of Congress buildings to 5 additional buildings sites at Fort Meade, Culpeper, Landover, Elkwood, and Wright Paterson Air Force Base. Contract funds are also requested to develop a master negative inventory control and purchase collection housing supplies. The request includes:

A total of \$1.465 million to support 22 NTE FTEs as follows:

	(\$000)
Six GS-12 Preservation Specialists	\$495
One GS-12 Physical Scientist	83
One GS-12 Preservation Specialist (Environmental Control)	83
Twelve GS-09 Preservation Technicians	683
Two GS-07 Inventory Technicians	93
Transit Subsidy	<u>28</u>
Total Pay	\$1.465M

An additional \$1.91 million to support non-pay costs as follows:

Contract to inventory microfilm prior to preparation for move	\$ 500
Contract to prepare and sleeve 100,000 fragile lacquer disks/yr	400
Contract to prepare/can 70,000 nitrate reels/yr at WPAFB	300
Contract to prepare/box 9,500 bound newspapers/yr at Landover	100
Installation of 100 Preservation Environmental Monitors	10
Housing for globes, folklife items, sheet music, for Meade	300
Housing for MSS, Law, and Prints & Photos on Capitol Hill	<u>300</u>
Total Non-Pay	\$1.910M
Grand Total	\$3.375M

Items proposed for movement to future modules at Ft. Meade include over 500 globes, 800,000 fragile lacquer disks, 200,000 master negatives, 500,000 master microforms, 1 million folklife items, 2 million sheet music items, 2 million artworks on paper, 10 million manuscripts, and 14.5 million photographs, negatives, transparencies, films and magnetic media, among other things. The number of collections staying on Capital Hill that require stabilization now exceeds 1.5 million. Over a dozen large collections that meet selection criteria for preservation have been identified, many of which are stored in poor quality housings, such as acid folders, mats, and boxes, that contribute to their deterioration.

The current pool of temporary employees are accomplishing the majority of preservation work. The temporary staff has developed a high level of preservation expertise and familiarity with the Library's Collections, making the staff invaluable to this project. Even a one-year delay in funding will force the programs to restart from scratch as a new group of staff would have to be hired and trained before they can reach the levels of productivity of the current staff. A disruption in preparing the collections slated to move would delay the filling of future modules at Ft. Meade. Even if modules are not built at Ft. Meade, the collections will have to be prepared for shipment to other permanent or rental space as space on Capitol Hill does not meet required square footage or environmental standards.

It is critical that collections are preserved in properly equipped storage facilities. Failure to prepare collections for relocation to newly constructed environmental storage facilities, and ineffective environmental management of existing collection storage

facilities, will directly result in more costly and less effective remedial preservation treatment that cannot offset the negative effects of poor environmental storage.

Perpetual monitoring of both the Capitol Hill and off-site facilities is an imperative task for the Library if it is to exercise responsible stewardship of its collections. For example, materials that are subject to overly dry conditions in the winter heating months include:

- The leather books of Thomas Jefferson's library
- The Library's important collection of incunabula
- Every paper-based item, including musical scores by Beethoven and Mozart
- Large collections of early invaluable United States newspapers and maps
- U.S. Presidential papers

Such national treasures will deteriorate at an increased rate when stored in climates that are too warm, too dry, or too damp. Photographs and film-based materials, including those donated through the Veteran's History Project or the Library's collection of master microfilms, can be rendered virtually useless when improper storage conditions compromise their surface and structural integrity, making them unreadable or unable to be reformatted.

Without an experienced staff and storage facilities with adequate environmental monitoring equipment, the Library risks the loss of valuable collections to the elements of time.

Sustaining Staff Capacity

(\$1,380,000/0 FTEs)

Because of the FY 2005 rescission, Library Services reduced pay by \$-1.38 million. The Library is requesting the restoration of the \$1.38 million in FY 2006 to maintain Library Services payroll purchasing power needed to maintain staff capacity.

Chinese Acquisitions

(\$ 493,000/ 7 FTEs)

Collecting materials published in China is difficult, but a three-year pilot project, conducted with grant funds from the Luce Foundation successfully demonstrated that the Library can acquire high quality, hard to obtain materials as well as those openly available but politically sensitive, which traditional channels have not provided. In the proposal to the Luce Foundation, the Library pledged to request funds from the Congress to support the new acquisitions methodology at the conclusion of the pilot project.

Funding of **\$493 thousand** is requested to continue the acquisition of Chinese materials. Any material obtained will be processed expeditiously in order to quickly make them available to the Congress and researchers on-site at the Library. Library staff will work proactively with U.S. academic colleagues to facilitate the availability of these additional materials to colleges and universities throughout the U.S.

Funding supports the salaries and benefits of 7 FTEs (\$373K), travel (\$35K), and bibliographic services (\$85K). The positions requested include:

- 1 Coordinator of Acquisitions Associates, GS-13
- 1 Collections Development Librarian, GS-9
- 5 Technicians, GS-6

Through the generosity of the Luce Foundation, the Library was able to make great strides in the acquisition of the materials for the Chinese collection. As China continues to undergo reform, more opportunities will be available to establish collaborative partnerships and acquire high quality materials. Continuing efforts in this previously closed area of the world will allow the Library to build upon its successes and expand its Chinese collection for future generations.

FY 2004 ACCOMPLISHMENTS

Library of Congress Goal 1:

Build and preserve a comprehensive collection of knowledge and creativity in all formats and languages for use by the Congress and other customers.

- Subscribed to two key electronic databases, *Chinese Academic Journals* (more than 5,000 titles) and *Chinese Core Newspapers* (more than 300 titles).
- Established a Transition Program Office for the purpose of relocating current collections of motion pictures, broadcasts, and sound recordings, along with necessary systems and staff, to the Library's NAVCC in Culpeper, Virginia.
- Received the online *Voices of Civil Rights* collection of firsthand accounts of participants in the Civil Rights movement from AARP (formerly American Association of Retired Persons) and the Leadership Conference on Civil Rights.
- Began construction of the second module of the Library's off-site storage facility in Ft. Meade, Maryland, while transferring 568 thousand collection items to Module 1, which nearly doubled the number of items in the offsite facility, to 1.2 million.
- Repaired, mass deacidified, or microfilmed 4 million items at a total cost of \$18.4 million. The average cost per item was \$4.45, which is \$2.04 less than in FY 2003. A total of 299 thousand books and 1.2 document sheets were mass-deacidified.
- Successfully completed year three of a five-year preventive preservation project, rehousing approximately 143 thousand 'at-risk' special collection items stored on-site on Capitol Hill, including Theodore Roosevelt's Presidential Papers, the Margaret Mead and the Wright Brothers Collections; the Fenton Photographic Collections; the Aaron Ziegelman Collection of pre-1930's Polish artifacts; and the Asian Division's Indonesian Palm Leaf collection.

Library of Congress Goal 2:

Provide maximum access and facilitate effective use of the collections by the Congress and other customers.

- Completed the cataloging of 295 thousand volumes for the Library of Congress Online Catalog and also made the catalog records available for use by other libraries.
- Released 21 online presentations or collections, including *Folk-Songs of America: the Robert Winslow Gordon Collection, 1922-1932*; *Voices from the Days of Slavery: Former Slaves Tell Their Stories*; *Zora Neale Hurston's Plays at the Library of Congress*; and *Selections from the Nazi Manuscript Collection*.
- Linked to one thousand *H-NET Reviews* issued by H-NET, Humanities and Social Sciences Online, from cataloging records for selected monographs in the LC collections.
- Linked directly to the full electronic text of approximately 4 thousand public-domain monographs through Library of Congress Online Catalog records.
- Enriched more than 53 thousand records in the Library of Congress Online Catalog with tables of contents that can be searched online by keyword. The 250 thousand such links in the Online Catalog received more than 1.5 million "visits" in FY 2004.
- Circulated 404 thousand collection items in the Library's general reading rooms and offices and processed 29 thousand loan requests from members of Congress and their staffs, a 10.37 percent increase over FY 2003.
- Answered more than 16 thousand online inquiries, an increase of 23 percent over FY 2003, and conducted 2.4 thousand live chat sessions, more than double the number in FY 2003, through the collaborative online reference service *QuestionPoint*.
- Mounted 27 on-site exhibitions and displays, including *From Haven to Home: 350 Years of Jewish Life in America*; *The Dream of Flight*, celebrating the centennial of the Wright brothers' historic first airplane flight; *Churchill and the Great Republic*; and *"With an Even Hand": Brown v. Board at Fifty*.
- As part of the public interface for the Library's digital collections, held 113 on-site workshops and presentations for approximately 2 thousand participants, 166 video conferences for 3 thousand participants, and 16 off-site workshops and presentations for 780 participants. In all, the number of programs increased 34 percent over FY 2003, and the number of total participants was 22 percent greater.

Library of Congress Goal 3:

Lead, promote and support the growth and influence of the national and international library and information communities.

- Provided staff as lecturers and consultants at preservation programs and laboratories in Argentina, Australia, Egypt, Italy, New Zealand, Switzerland, and the United States.
- Began with the American Folklore Society to develop the terms to be used in the worldwide online Ethnographic Thesaurus, which will allow online linkage among folklore and ethnographic archives.
- Completed the seventh major expansion of *Meeting of Frontiers*, a collaborative digital library project between the Library of Congress and the Russian State Library in Moscow, the National Library of Russia in St. Petersburg, the University of Alaska Fairbanks, and seven institutions in West Siberian cities.
- Launched the collaborative project *The Atlantic World: America and the Netherlands, 1609 to the Present*. This web site includes more than seventy items totaling some 12 thousand images from the collections of the Library of Congress, National Library of the Netherlands, and four other Dutch institutions.
- Concluded an agreement with the Bibliothèque Nationale de France to develop a joint digital project on the theme of the French in North America, emphasizing early French explorers.
- Signed the protocol for a joint digitization project with the National Library of Egypt. The project's initial focus is on selected manuscripts and other rarities held by the two institutions.
- Centralized exchanges with 2.5 thousand partners around the globe through the Duplicate Materials Exchange Program (DMEP) and awarded a contract to develop a web based interface for DMEP.
- Increased membership in the Program for Cooperative Cataloging to 450 member institutions and coordinated their contributions of 72 thousand monograph bibliographic records for use by the nation's libraries.
- Planned and led the Cooperative Online Serials (CONSER) Summit that brought together librarians, serials industry representatives and individuals from the standards community to focus on issues related to electronic resources.
- Assisted the new Department of Homeland Security in providing information services for its staff of 180 thousand employees, and hiring a new library services director for the Department.

- Through the FEDLINK cooperative network, provided 270 Federal agencies with savings of more than \$11 million in vendor volume discounts, and approximately \$8.9 million in cost avoidance.
- Conducted public Conservation Clinics at the National Book Festival and the National World War II Reunion.
- At the National World War II Reunion, collected 2.8 thousand oral histories from veterans and civilian World War II workers during the four-day celebration.
- Converted 4 million pages, photographs and posters to microform or digital formats for service to the public. The reformatted material included Arabic language newspapers, severely embrittled World War One military camp publications, and photographs too delicate to be served in their original formats.
- Developed a partnership between the Library's Veterans History Project and Public Radio International to produce a series of one-hour radio specials.
- With AARP, presented four Veterans History Project public programs for Pearl Harbor Remembrance Day.
- Through the ongoing Homegrown Concert Series, documented the best folk and traditional performing artists from a wide range of American ethnic traditions.
- Conducted a three-week field school for cultural documentation in Provo, Utah, in conjunction with Brigham Young University.

Library of Congress
Library of Congress, Salaries and Expenses
Purchase of Library Materials
Analysis of Change
(Dollars in Thousands)

	FY 2006	
	Agency Request	
	FTE	Amount
Appropriation, FY 2005	0	\$12,481
Minus: Rescission	0	- 100
Adjusted Appropriation, FY 2005	0	\$12,381
Non-recurring Costs	0	0
Mandatory Pay and Related Costs	0	0
Price Level Changes		591
Program Increases:		
Major Ongoing Projects:		
GENPAC - Acquisition of Library Collections		2,000
Total, Program Increases	0	2,000
Net Increase/Decrease	0	\$ 2,591
Total Budget	0	\$14,972
Total Offsetting Collections	0	0
Total Appropriation	0	\$14,972

Library of Congress
Library of Congress, Salaries and Expenses
Purchase of Library Materials

Summary By Object Class
(Dollars in Thousands)

Object Class	FY 2004 Actual Obligations	FY 2005 Enacted ¹	FY 2006 Request	FY 2005/2006 Net Change
11 Personnel Compensation	\$0	\$0	\$0	\$0
12 Personnel Benefits	0	0	0	0
13 Benefits for Former Personnel	0	0	0	0
21 Travel	0	0	0	0
22 Transportation of Things	0	0	0	0
23 Rent, Communications and Utilities	0	0	0	0
24 Printing and Reproductions	0	0	0	0
25 Other Contractual Services	0	0	0	0
26 Supplies and Materials	0	0	0	0
31 Equipment (Books and Library Materials)	11,684	12,381	14,972	+ 2,591
41 Grants	0	0	0	0
42 Insurance Claims and Indemnities	0	0	0	0
43 Interest	0	0	0	0
94 Finance Transfers	0	0	0	0
Total, Budget	\$11,684	\$12,381	\$14,972	+ \$2,591

¹ Reflects the FY 2005 Enacted level, less the rescission.

OVERVIEW

The Purchase of Library Materials program provides for the acquisition of necessary research materials for the Library's collections. The program is administered by the Office of the Associate Librarian for Library Services in conjunction with the Law Library. The Library purchases materials which are not available through copyright deposit, exchange or federal transfer. Most of these materials are foreign publications that the Library acquires with the assistance of the overseas offices and through arrangements with book dealers, agents, or publishers. These techniques ensure that the Library will acquire current foreign publications of research value for the Congress and the scholarly community.

Each year, the Library acquires more than two million new items in all formats for addition to its priceless collections, which are the largest of any library in the world. The collections, and the information they contain, are the foundation of the many services the Library provides to the Congress and the nation.

FY 2005 - 2006 PRIORITIES

Acquire books, serials, maps and other material documenting the American experience, published during the last five years. Acquire research quality materials published in languages other than English or from other countries. The material complements and extends materials published in the United States.

- Acquisitions priorities in FY 2005 are:
 - Serials.
 - New electronic resources.
 - Material on the 2004 United States elections and the 2004 Olympic Games.
- Acquisitions priorities in FY 2006 will be:
 - Serials.
 - New electronic resources.

FY 2006 BUDGET REQUEST

The Purchase of Library Materials program will require **\$14.972 million** in FY 2006. The funding request includes \$591 thousand in price level increases (to cover purchasing arrangements already in place) and \$2 million in program changes.

PROGRAM CHANGES

\$2,000,000

Acquisitions (GENPAC) Program

(\$2,000,000)

The Library of Congress is requesting an **increase of \$2 million for the purchase of Library collections.**

The Library of Congress' goal, over the years, has been to be an all-inclusive collection of knowledge, even though the ideal is becoming increasingly difficult to sustain. The goal of a comprehensive collection dates back to Thomas Jefferson, but human knowledge is growing at a rate that would have astounded even Jefferson. Technological advances have allowed for the blossoming of publishing throughout all areas of the world. The greatest current challenge is how to continue building a collection of wide-ranging holdings as the output of digital information proliferates.

The GENPAC program, which funds the purchase of Library collections, is the key to ensuring that the Library's collections continues to be built and sustained. However, it is currently funded at a level that does not allow us to achieve this mission. Except for a small increase in FY 2005, there has not been a programmatic increase to the base in ten years. Over the past ten years, GENPAC has grown at an annual average rate of 3.7 percent. This is significantly lower than actual cost of materials, thus reducing the Library's buying power. For example, the cost of journals has been rising at the rate of over fourteen percent, per year. In addition, an indispensable and expensive class of research materials – electronic resources – has emerged and must be funded.

There are many factors that have combined to diminish the purchasing power of GENPAC. Some of these factors are:

- The purchasing power of the U.S. dollar has dropped dramatically over the past few years. As of early December 2004, the exchange rate for the dollar:
 - Hit a twelve-year low against the British pound.
 - Matched a four and a half-year low against the Japanese yen.
 - Hit an all-time low against the Euro.
- In parts of Europe, publishing has shifted from governmental and quasi-governmental institutions (academies of science, universities, etc.) to commercial publishers.
- Over a 16-year period, serials costs have risen 260 percent, as reported by the Association of Research Libraries.
- The number of electronic journals is growing rapidly. In 1991, there were seven peer-reviewed electronic journals. Now, there are over 5,000 peer-reviewed

electronic journals without print counterparts and approximately 35,000 journals that are available both in print and electronic versions.

Requested funding is needed to continue building and sustaining the Library's collection and supports the following:

<u>Description of Increases</u>	<u>GENPAC</u>
Serial Subscriptions (print)	\$1,500,000
Electronic Resources	\$2,500,000
Total Requirements	\$4,000,000
FY 2006 Requirements	
Serial Subscriptions (print)	\$1,500,000
Electronic Resources	\$ 500,000 ^{1/}
Total FY 2006 Requirements	\$2,000,000

^{1/}Additional funding will be required in FY 2007 - 2008 for a total of \$2.5M for electronic resources in the National Library.

Serial Subscriptions: Print

- At the dawn of the digital age, pundits predicted incorrectly that with the advent of electronic publishing, paper publishing would disappear.
- The Association of Research Libraries has reported that over a 16-year period ending in 2002, journal prices rose 260 percent. The GENPAC budget has increased an average of 3.7 percent each year during the same time frame, not nearly keeping pace.
- The Library is highly selective in its serials purchases. From an allocation of almost \$10 million, in FY 2003, the Library spent \$3.8 million on serials – paper serials. The Library judiciously subscribes to only a fraction of the available serial titles.
- The Library serves multiple audiences. For example, the Library provided information contained in our extensive newspaper and periodical collections to the three participants in the tobacco litigation wars, i.e., lawyers for the defendants, lawyers for the plaintiffs, and lawyers for other government agencies. Hosting both sides to the litigation, and currently the Justice Department, the breadth and scope of our collections provided extensive data for all parties to this complicated public policy issue.
- The Library subscribes to multiple foreign language newspapers. Each day, Library staff in Cairo prepare an English language summary of news stories about Iraq and send it to Congressional Research Service analysts by e-mail.

Electronic Resources: Yearly Subscriptions to Databases

- Scholars come to the Library with significant expectations. They expect to find at least the same level of electronic access they had on their campuses. Much cross-disciplinary research can be accomplished only with the electronic versions of serials.
- Access to online databases improves the efficiency and productivity of Library and Congressional staff by eliminating time-consuming searches of print indexes, aggregates hard to find information, enables speedy access to timely topics, provides information no longer available in print, makes information available in full-text, employs user-friendly interfaces and allows flexibility in search strategies.
- Licensed electronic databases contain information that cannot be found anywhere else either in print or on the Web, no matter which search engine is used. Such information is proprietary and access to it must be purchased.
- Electronic databases allow simultaneous searching through hundreds of magazines, journals and newspapers from reputable publishing companies.
- Subscription electronic resources increase job efficiency. This applies to all the Library's users, from Congressional staff and policy analysts, to science investigators and reference librarians.
- Electronic databases provide these additional benefits to the Library:
 - Critical information to support the creation of public policy.
 - Clarification of incomplete inquiries.
 - Some gaps in the Library's print holdings are filled by them.
 - Certain databases provide currency in critical technical areas such as standards development.
- There is an unmet demand within the Library to provide access to numerous electronic databases for which we have not yet established subscriptions. Examples include:
 - Factiva, a Dow Jones & Reuters Company – *Factiva* provides world-class global content, including Dow Jones and Reuters news wires and The Wall Street Journal - unduplicated in a single service elsewhere. Factiva offers multilingual content covering nearly 9,000 sources.
 - JSTOR, an independent, not-for-profit organization – JSTOR provides a way for libraries to save capital costs in the areas of storage and preservation of print journals and is a scholarly tool that allows cross-searching of thousands of titles.

The Library wishes to expand its holdings to include all of the JSTOR modules, especially the *General Science Collection*, the *Music Collection*, and the *Business Collection*.

Electronic Resources: Foreign Content

- The Library anticipates that electronic journal publishing will grow rapidly in the next two years, particularly in Central and Eastern Europe, as well as in Italy and Iberia.
- Subscription price increases have averaged 6.6 percent over the most recently reported five-year period.
- In Latin America, during FY 2003, electronic journals identified as beneficial to the Library's collection cost \$31 thousand. Based on feedback from industry sources, we project an increase to \$103.8 thousand by FY 2005.
- China has undertaken major efforts to digitize all major books, journals, newspapers, and dissertations in the Chinese language. Funding is requested to support acquisition of several major digital Chinese collections now available, including Chinese legal databases.
- The acquisition of these e-resources from China at the current price is the most economic means of acquiring Chinese publications in digital format.
- Staff of the Asian Division are often frustrated in their efforts to provide responses to Congressional inquiries which require the most current writings, essays or newspaper articles from China.

Without the requested increase, the Library will fail in its basic mission of making "... its resources available and useful to the Congress and the American people and to sustain and preserve a universal collection of knowledge and creativity for future generations." This failure will have a direct negative impact on the quality of service provided to the Congress and to the Library's other constituencies. Persistent under-funding of the Library's budget for purchasing collections materials will result in an incremental deterioration of the Library's services and its viability as the world's premier library.

FY 2004 ACCOMPLISHMENTS

Library of Congress Goal 1:

Build and preserve a comprehensive collection of knowledge and creativity in all formats and languages for use by the Congress and other customers.

- Purchased 768,870 new collections items in all formats. The total number of new items added to the collections, through all sources of acquisitions (including purchase, exchange, gift, federal transfer, and copyright deposit) was 2,556,986.

- *Notable purchase acquisitions during FY 2004 included:*
 - Electronic collections:
 - *Eighteenth Century Collections Online* (digital images of every page of 150,000 books, broadsides, pamphlets, sermons, sheet music, and ephemera published during the Eighteenth Century)
 - Several H.W. Wilson retrospective files: *Readers Guide Abstracts; Art Index; Index to Legal Periodicals; Humanities and Social Science Abstracts*
 - *Making of Modern Law* (searchable full-text collection of Anglo-American legal treatises containing more than 21,000 works from casebooks, local practice manuals, form books, works for lay readers, pamphlets, letters, speeches and more)
 - *Universal Database of Ukrainian Publications*
 - *Universal Database of Russian National Bibliography*
 - *Universal Database of Statistical Publications*
 - Microform collections:
 - *Revolutionary Mexico in Newspapers, 1900-1929*, on 306 microfilm reels.
 - *English Legal Manuscript Project*, Stages 2 through 5 and 7 (Stages 1 and 6 were ordered in FY 2003).
- Other collections:
 - *Gandhari Scroll* [ancient manuscript] (for the Asian Division).
 - Garson Kanin/Ruth Gordon correspondence (for the Manuscript Division).
 - Oscar Hammerstein materials (for the Music Division).
 - *A Million Bid*: two positive and two negative prints of the restored 1927 American film (for the Motion Picture, Broadcasting and Recorded Sound Division).

Library of Congress
Library of Congress, Salaries and Expenses
Office of Strategic Initiatives
Analysis of Change
(Dollars in Thousands)

	FY 2006	
	<u>Agency Request</u>	
	<u>FTE</u>	<u>Amount</u>
Appropriation, FY 2005	350	\$76,556
Minus: Rescission		<u>- 613</u>
Adjusted Appropriation, FY 2005		\$75,943
Non-recurring Costs:		
NAVCC - Culpeper		- 852
ITS XML Capability		- 645
Adventure of the American Mind		<u>- 1,232</u>
Total, Non-recurring Costs	0	- 2,729
Mandatory Pay and Related Costs:		
Comparability pay raise 2006		919
Annualization of pay raise 2005		478
Within-grade increases		291
Transit Subsidy Monthly Increase to \$105		<u>11</u>
Total, Mandatory Pay and Related Costs	0	1,699
Price Level Changes	0	1,037
Program Increases:		
Major Ongoing Library-wide Projects:		
Information Technology		
Increased Staffing - Systems Engineering Group ..	5	571
Infrastructure Support (service provider contract) ..		1,017
Systems Certification and Accreditation		720
Momentum Support		1,000
Sustaining Staff Capacity:		
Restoration of FY 2005 pay rescission		<u>344</u>
Total, Program Increases	5	3,652
Net Increase/Decrease	<u>5</u>	\$ 3,659
Total Budget	355	\$79,602
Total Offsetting Collections	<u>0</u>	<u>0</u>
Total Appropriation	355	\$79,602

Library of Congress
Library of Congress, Salaries and Expenses
Office of Strategic Initiatives

Summary By Object Class

(Dollars in Thousands)

Object Class	FY 2004 Actual Obligations	FY 2005 Enacted ¹	FY 2006 Request	FY 2005/2006 Net Change
11 Personnel Compensation	\$25,322	\$27,905	\$30,041	+ \$2,136
12 Personnel Benefits	5,934	6,708	7,166	+ 458
13 Benefits for Former Personnel	0	0	0	0
21 Travel	195	225	233	+ 8
22 Transportation of Things	6	7	7	0
23 Rent, Communications and Utilities	2,243	2,861	2,306	- 555
24 Printing and Reproductions	181	219	223	+ 4
25 Other Contractual Services	25,738	20,446	23,803	+ 3,357
26 Supplies and Materials	346	324	330	+ 6
31 Equipment	15,994	15,016	14,493	- 523
41 Grants	22,555	2,232	1,000	- 1,232
42 Insurance Claims and Indemnities	0	0	0	0
43 Interest	0	0	0	0
94 Finance Transfers	0	0	0	0
Total, Budget	\$98,514	\$75,943	\$79,602	+ \$3,659

¹ Reflects the FY 2005 Enacted level, less the rescission.

OVERVIEW

The Office of Strategic Initiatives (OSI) was established as a service unit in the Library of Congress during FY 2001 to oversee institution-wide digital initiatives and lead the national program to build a preservation network and infrastructure for the nation's important digital assets.

In addition to its leadership role in developing digital strategy and preserving digital content, the OSI has oversight responsibilities for the Library's Information Technology Services (ITS) unit. The mission of ITS is to provide the best possible technical support to assist all Library offices in the fulfillment of their missions in support of the Congress and the nation. ITS provides a range of information technology (IT) services, including:

- Computing and storage services for all enterprise-level data collections.
- Voice and data communications services.
- Software application analysis and development support.
- End-user computing support.
- Business analysis support.
- Computer security policy and technical support.
- Web development services.
- High resolution digital still image scanning.
- Multimedia presentation, design, and development support.

The Library of Congress has a leadership and catalytic role in the collection, protection, organization, preservation of, and access to digital content nationally and internationally. The Library's balanced approach to participation and guidance in public-private collaborations produces agreement on key policies and standards for long-term digital asset management, including rights-protected access and preservation. The Library uses an integrated strategic approach to managing and sustaining digital content and mission-critical digital programs.

The Library's mission to make information available and useful, and to sustain and preserve a universal collection of knowledge and creativity, applies regardless of format. The exponential growth of the Internet has increased the challenge for the Library to harness and deliver knowledge. To help researchers quickly find information that is relevant, authoritative, and verifiable, the Library must adapt its traditional strengths of acquiring, describing, serving, and preserving information to an environment that is not bound by time or physical place, *the virtual library without walls*. By applying the best of what the Library has to offer – structure and organization of information and in-depth subject and language expertise – to the unstructured world of the Internet, the Library can begin to bridge the gulf that exists between the providers and the users of information. The Library's goal is to incorporate the digital medium for information creation, collection, and distribution into its unchanging mandate to continue to preserve and provide access to the record of human experience.

The Library recognizes the implications of rapid changes in technology on the overall digital library strategy. Evolving digital creative works, networked digital collection and distribution channels, and rapid technical obsolescence of digital formats profoundly affect the Library's existing collection, organization, preservation, and access strategies. The Library also recognizes that the broader library and creative communities around the world face the same digital dilemmas. Thus, our digital strategy focuses on formulating a viable national strategy for the life-cycle management of digital materials as part of the universal collection of the nation. This strategy includes ensuring that the operating environment and the associated digital infrastructure that exist now and in the future can be scaled to support and sustain the national digital content strategy.

FY 2005 - 2006 PRIORITIES

All of OSI's digital priorities and goals are overarching, long-term initiatives that span more than one fiscal year. The OSI's digital priorities relevant to both FY 2005 and 2006, as identified in the Digital Strategic Plan, are:

- Expand, manage, and communicate the Library's digital strategy and roles.
- Expand the Library's roles in the national and international digital environment through participation and influence in national and international forums.
- Establish and sustain capabilities to validate and/or revise digital directions, priorities, and investments.
- Communicate Library digital leadership roles, objectives, and progress to the Congress and external and internal stakeholders, and establish monitoring and feedback mechanisms.
- Manage and sustain digital content.
- Develop an integrated approach to life-cycle management of digital content that takes into account both the functional and business processes involved, as well as the technical infrastructure required to sustain those processes.
- Build and expand digital content and related life-cycle services through collaborations and new agreements both to build the national network of digital content and to expand the Library's digital content and networks.
- Plan and design life-cycle management policies, legal authorities, systems, and services needed to support life-cycle management of digital content. The Library will also develop a concept of operations and will define functional, technical, and organizational design requirements for digital content management systems and services.
- Manage and sustain mission-critical digital programs.

- ITS will assist Library service units as appropriate to plan, design, test, and implement new digital projects and programs that support service-unit-specific missions, as well as sustain operations through the application of new or upgraded digital technologies.
- Ensure that investments in the digital infrastructure are adequate to support the mission-critical operations over time. Sustain and upgrade the technical and organizational infrastructure.
- Develop, implement, and maintain performance measurement and management systems. This will include performance tracking, reporting, and risk management for the planning, design, implementation, and ongoing support of initiatives for mission-critical operations.
- Obtain, develop, and sustain, special expertise and resources to support the Library's digital goals.
- Develop a digital-repositories architecture to preserve current and future digital assets acquired as part of the Library's permanent universal collection. Research, develop, and test alternative strategies for long-term preservation of the Library's digital content.
- Provide basic technology infrastructure and support component that must be in place.
- Continue exploring the Library's innovative digital resource access initiatives.
- Upgrade THOMAS to improve ease of use and navigation and searching, provide improved Help facilities, add features suggested by the Congress and the user community. New features will include searching across multiple Congresses, Action Yesterday link, Tabular displays, list of common Bill Titles, searching state delegations, Conference Report links, and links to all Sponsor/Cosponsor bills.
- Upgrade the Library Information System (LIS).
- Complete three architectural studies currently underway:
 - The Local, Metropolitan and Wide Area networks are undergoing a complete assessment to fully document current configurations, assess both current and future requirements for performance and security, and recommend an evolutionary path to ensure all requirements are met.
 - Another architectural study is assessing the enterprise server environment for both the James Madison building (Madison) and Alternate Computer Facility (AFC) data centers, and the National Audio-Visual Conservation Center (NAVCC)

- server farm. Recommendations arising from (1) the Certification and Accreditation Interim Approval to Operate the Internet and Intranet hosting environments; (2) the Test and Development Environment plan; and (3) the NAVCC configuration planning are being factored into the overall recommendations for performance and security for these hosting environments.
- A third study is focused on the storage architecture for the James Madison building, ACF, NAVCC and Culpeper data centers. Scenarios are being identified ranging from deep archives which data is never changed and occasionally accessed to heavily changed often accessed data. From these scenarios the most efficient and economical storage architectures will be identified and an implementation plan crafted. ITS staff are working closely with National Digital Library and National Digital Information Infrastructure and Preservation Program (NDIIPP) planners.
- Retirement of the enterprise-wide server (mainframe).
- Provide the Library with a single integrated search tool for indexing, searching, and retrieval of documents in both Library databases and Library web pages. Funding provided for XML will be used to purchase and implement an XML search engine to achieve this functionality.
- Provide a NAVCC ready for operation in the summer of 2006 with all basic IT services (cabling, voice/data networks, email and other office automation systems); fully functional archival storage systems; and adequate operational control software systems.
- Implement numerous security initiatives, including: completing the IT Security Policy by issuing the remaining dozen Directives; completing the ACF testing; conducting a full test of the Continuity of Operations Plan (COOP), which was developed in FY 2004; closure of open audit findings; retirement of the Token Ring network in the Thomas Jefferson and John Adams buildings, resulting in higher level and centralization of security for workstations in those buildings; implementation of a new computer security awareness training program; and implementation of a Secure Socket Layer (SSL) Virtual Private Network (VPN) for off-site staff.
- Complete several initiatives needed to achieve both security and efficiencies, including the SSL VPN mentioned above that will also result in the purchase of fewer laptops to support telecommuters and support staff in the event of activation of the ACF; centralization of server management; centralized network and server monitoring; and standardization of network hardware and software.
- The In-Building Wireless Cellular network is on schedule for activation in FY 2005. This network will support cellular devices, including Personal Digital Assistance (PDAs) for members of Congress, LOC staff and visitors throughout the Library's Hill campus, in both common and office areas.

- Supporting the Library on a number of digital initiatives, including web archiving, eJournals, the Vanderbilt broadcast collections, and NAVCC digitization of film as it is being remastered.
- Complete the implementation/infusion of project management and systems development life-cycle methodologies initiated in FY 2004.
- Continue support for the Copyright swing move, implementing business systems and applications such as new releases of Momentum, implementation of the Human Resources (HR) Hiring and Classification application, and supporting the operation and improvement of over 2000 enterprise systems and applications for the Service Units.
- Certify and Accredited (C&A) a significant number of mission critical systems. Many of the architectural and security initiatives of FY 2004 and FY 2005 will make the C&A of these systems quicker and will divert less staff time from operations to helping the contractors. C&A will also complete the last level of vulnerability assessment necessary to ensure a secure environment.
- Expand contract support requirements on the Help Desk, including special skill set needs, expanded hourly coverage to ensure that over 200 enterprise applications are operating and available to the Congress, Library staff and the American people, and security monitoring after hours (logs, etc.). As the complexity and size of the environment grows, so does the need to monitor it in the off-hours.

FY 2006 BUDGET REQUEST

The Library is requesting a total of **\$79.602 million in FY 2006**, a net increase of \$3.659 million above FY 2005. Of this amount, \$2.736 million is for mandatory and price level increases, offset by \$-2.729 million in non-recurring costs for XML capacity and other one-time program costs, and \$3.652 million in program increases. Funding supports an additional +5 FTEs for a total FY 2006 FTE ceiling of 355.

PROGRAM CHANGES

\$3,652,000/5 FTEs

ITS Staffing Increase

(\$ 571,000/5 FTEs)

The ITS provides technical support for all OSI programs as well as the technology needs of the entire Library on Capitol Hill, as well as off-site facilities. ITS is responsible for the planning and development of new Library information systems, and operation of hardware and management of the production software.

ITS is made up of the following groups: Resources Management Staff, Systems Development Groups (4), Production Systems Groups (2), Data Administration Staff,

Technology Assessment Staff, the Computer Operations Group, the Systems Engineering Group, and the User Support Group.

The consensus of most industry experts (Gartner Group, Forrester Research Inc., and DataQuest) suggests that the most significant cost associated with technology is ongoing support and management. Applying the Massachusetts Institute of Technology "Athena Project Formula" for Technology Staffing Requirements, ITS indicates that a total of 208 FTEs is needed to support centralized operations on Capitol Hill.¹

In reviewing the number of staff assigned to various groups within ITS, the Systems Engineering Group (SEG) clearly needs the additional five positions (FTEs) in order to maintain the high level of standards expected by those served by ITS. Although the other 10 groups which comprise ITS are minimally staffed, it is easier to supplement staffing in those areas with contracting support. Comparing the workload of SEG 10 years ago with today reveals the following.

In 1994, a staff of 28 members supported a mainframe environment made up of disk packs, tape storage, plus 100 gigabytes and 5 open system servers. Security issues and the Internet were in the infancy stages of use. Today a staff of 23 continues to support the mainframe, 90 Terabytes of storage and 26 open system servers plus security and Internet growth which is continuously on the rise.² The current staff of SEG operates with single individuals shouldering responsibilities without backup. This situation presents a high-level of risk and places the Library in a vulnerable position. It is imperative that the Library mitigate this risk and protect itself against the potential loss of knowledge and skills in the event of illness or other unforeseen circumstances.

Three of the requested positions are to be filled by qualified Senior System Engineers, each at the GS-14 level. The current group of SEG System Engineers are responsible for the UNIX server infrastructure at the James Madison building and the ACF. The complexity of synchronization and continual fail-over testing procedures/execution in maintaining redundant infrastructures that need to become operational within hours of a failure, has strained the available resources to the maximum. Additionally, these positions are needed to accommodate the growing demand for storage, system management and performance issues. With these staff in place, ITS will be able to provide a cross-over and sharing of duties, eliminating the "sole individual responsible syndrome" that is now pervasive.

¹ Staff members = (Number of workstations/500)+(Number of Users/1,000) + (Number of clusters sharing servers, printers, and other peripherals/15)+(Number of applications supported/50)+(Number of distinct vendor operating systems and applications/1+(Number of Software Licenses required/25); **(4000/500) +(100,000/1,000) +(1095/15)+ (300/15)+ (100/25) +(75/25)=208**. 208 + 6 (off-site facilities support) = 214 total FTEs in FY 2006, an increase of +5 FTEs over the FY 2005 level of 209 FTEs.

² 100 gigabytes of storage x 1,000 = 1 Terabyte
server capacity in 1994 was 4 processors/mh
server capacity in 2004 is 20 processors/1.7gh

One position requires a Mail Administrator at the GS-13 level. There is only one Senior Analyst on the SEG staff capable of serving as a Mail Administrator. The following chart describes some of the tasks associated with the administrator of email. It is clear by this example, that one administrator is insufficient to handle the various tasks. The total number of hours needed to accomplish the tasks, exceed the normal work week for a single individual.

Sample Staffing Requirements for E-Mail Administration/Security Solutions		
Solution	Staffing Requirement per Deployment	
Outbound e-mail monitor	Two administrators, 6 hours each per week, deployment	
	One administrator, 2 hours per week, system management	
File-based IDS sensor	One manager, 8 hours per week, review trapped messages	
	One administrator, 1 hour per week, deployment	
Host-based IDS sensor	One administrator, 4 hours per week, review and authorization of reported changes	
	One administrator, 1 hour per week, deployment	
	One administrator, 4 hours per week, configuration	
Security patch management	One administrator, 2 hours per week, management	
	One security analyst, 8 hours per week, incident analysis	
	One administrator, 2 hours per week, monitoring	
Network-based IDS sensor	Two administrators, 4 hours each per week, installation	
	Two administrators, 2 hours each per week, baseline patch level audit	
	One administrator, 2 hours per week, deployment	
	One administrator, 8 hours per week, configuration	
	One administrator, 4 hours per week, management	
Outsourced, 40 hours per year, security audit	One security analyst, 30 hours per week, incident analysis	

Source: Robert Frances Group

The final position, requested at the GS-13 level, is required for Open Systems Backup purposes. SEG currently has one Senior Analyst on staff to handle the backups of their Open Systems. There is one GS-12 also handling these duties. The SEG backup system includes four UNIX servers and two state-of-the-art tape libraries. Half of the backup equipment is kept at the James Madison building while the other half is

maintained at the ACF. This arrangement, while necessary to ensure proper redundancy and backup of Library data, taxes the currently available resources to an unacceptable level.

The complexities and uniqueness of the responsibilities associated with supporting the Library's infrastructure are better met with full-time employees. The consistency and dedication of a well staffed SEG will allow the Library to meet the continual demands for increased information availability, and continue to be an IT leader in the federal government. Without funding for additional staff, the workload will continue to increase for existing staff while placing the availability of ITS services in jeopardy.

ITS Infrastructure Support

(\$1,017,000)

To supplement in-house resources, ITS contracts with an IT service provider to provide a highly qualified team with extensive experience relevant to the IT requirements of the Library. These services have been expanded to ensure seamless continuity of operations, and implement innovative technology-based improvements that improve customer service.

Within the scope of this contract, ITS is attempting to assemble an integrated team that offers the entire range of skills and experience necessary to meet the requirements of the Library's user community. Costs associated with the new contract exceeded original estimates, and an additional \$1.017 million is requested in FY 2006, to support the ongoing and increased costs associated with the IT service provider contract, as ITS cannot absorb the increase within its base budget.

The Library requires a contractor who can evolve as technology evolves. The previous contract was limited in the scope of work that could be performed. For example, under the previous contract, there was no provision to provide qualified personnel to assist with an upgrade of a workstation's operating system. The scope of the contract was outdated, could not adequately address new technologies, and was designed to address a less sophisticated IT environment.

As the Library's technology needs change, so must the Contractor's personnel and services. Next to human capital, IT support is the most critical tool in achieving organizational success. As a result, Library customers are demanding more services, and 24-hour support.

In order to improve the Library's IT infrastructure and help facilitate client projects, ITS has expanded five critical support areas:

- Network Operations Center
- 24 hour Help Desk Support
- 24 hour Network Operation Monitoring
- Audio-Visual Support
- Notification of Outages

- Technical Services
 - 12 hour Business Day Coverage
 - Field Response for Client Difficulties
 - Printing Support
 - Client OS Disaster Recovery
 - Hardware Repairs
- Network Support
 - Support Network Servers
 - Support Network Switches
 - Support Enterprise Applications
 - Support Disaster Recovery
 - Virus Protection
 - Ethernet Conversion Support
- Cable Support
 - 12 hour Business Day Coverage
 - Cable Moves and Installation
 - Fiber Work
 - Ethernet Conversion Support
- Workstation Configuration
 - 12 hour Business Day Coverage
 - Escalation Point for Technical Services Team
 - Change Management on Operating System and Application Settings
 - Automated Software Distribution - Schedule and Build
 - Technical Support for Client Applications
 - Technical Support for Client Operating System
 - Assists in Client Disaster Recovery Issues
 - Assists in Client Virus Protection

In addition, the vendor is providing resources to assist ITS with creating and maintaining an offline testing laboratory designed to allow the Library's automation staff to evaluate and design software implementations for the Library's future. This effort also addresses security issues inherent in operating production, test, and development on the same platform.

The expanded contract provides ITS the opportunity to put a team in-place with outstanding qualifications to support the Library's IT needs and improve the overall environment of IT support at the Library. The additional funding will ensure seamless continuity of operations (24/7), innovative technology-based improvements, and better user-focused operation. ITS is already overworked with the vast increase in the Library's digital services. ITS will have to either curtail services or decrease equipment purchases, if funding is not provided.

IT Systems Certification and Accreditation

(\$ 720,000)

A total of \$720 thousand is requested for contract support for Certification and Accreditation (C&A) of the Library's existing, mission-critical IT applications, systems, and facilities.

ITS would like to establish a standard approach for performing C&A on systems, regardless of acquisition strategy or life-cycle status. Certification is the comprehensive assessment of the security features and other safeguards of a system associated with its use and environment, and establish the extent to which a particular system meets a set of specified security requirements. The certification process identifies weaknesses, and evaluates the vulnerabilities of the weaknesses associated with the operation of the application, system, or facility. Accreditation is the formal declaration by the designated approving authority that an automated information application, system, or facility is approved to operate in a particular security mode, using a prescribed set of safeguards. It is a business decision that balances the costs of the level of safeguards with the level of need for reliability, availability, and integrity of information.

All newly developed systems are required to include C&A costs as part of the development of the application or system. The existing mission-critical systems covered by this request include tier one, and some tier two legacy systems which have never been Certified and Accredited. These legacy systems are expected to be operational for several more years. (Funding only supports FY 2006 work. C&A funding for remaining tier two legacy systems will be requested in FY 2007 and FY 2008).

The Library recognizes that security must be considered an integral part of its overall IT infrastructure if risks are to be effectively managed. To that end, the Library has embarked upon a thorough review of its IT security posture and plans to undertake Information Assurance (IA) oversight activities at the enterprise level. These activities will serve as a major step toward integrating IT security into Library operations.

The General Accountability Office (GAO) audit report, briefed to the Library on March 20, 2003, found a lack of IT system C&A at the Library, and recommended that funding be allocated for the C&A of existing, mission-critical IT applications and systems.

The Library's Inspector General (IG) Audit Report, 2002-CA-2001, also found that the Library's mission-critical applications and systems have not received C&A. This report, and annual IG Notices of Finding and Recommendation (NFR) beginning in 1998, direct that all mission-critical IT systems of the Library be C&A.

The Federal Information Security Management Act of 2002 (FISMA), like its predecessor, the Government Information Security Reform Act (GISRA), mandates that all IT systems used in the executive branch of the federal government be Certified and Accredited. Although not required to meet FISMA mandates, the Library endeavors, to comply with the spirit of all laws and regulations governing federal IT use.

Without additional funding, the Library will be unable to comply with GAO and the Library IG's mandates to Certify and Accredited its existing, mission-critical IT applications, systems, and at least, one major computing facility.

Momentum Support

(\$1,000,000)

The Library is requesting an additional \$1 million to support Momentum, the new central financial management system. In FY 2003, the Congress approved funding for the Central Financial Management System project, which became operational for the Library and its cross-serviced agencies on October 1, 2004.

Additional funding is required for maintenance, continued user operational support, and additional functionality. Rising costs due to additional users and related licenses as well as increased contractor support for Help Desk and conversion activities in FY 2005 required the shift of approximately \$1 million from the original FY 2005 - FY 2006 plan.

As the Library continues to address the needs of the users and modify the capability of system, operational support funding is crucial. Without additional funding, the Library will be forced to cut back on user operational support and delay the implementation of new modules available within the system, significantly diminishing capabilities and many advantages Momentum has to offer.

Sustaining Staff Capacity

(\$ 344,000)

Due to the rescission in FY 2005, the OSI reduced pay by \$-344 thousand. The Library is requesting the restoration of the \$344 thousand in FY 2006 to maintain payroll purchasing power needed to sustain staff capacity.

FY 2004 ACCOMPLISHMENTS

Library of Congress Goal 4:

Expand, manage, and communicate Library of Congress digital strategies and roles.

- Launched an Intranet in April 2004, which provides important information on OSI to all staff of the Library. Another new site for staff, the Digital Strategy and Initiatives Intranet, serves as an institution-wide resource for information relevant to management of digital content at the Library. The site provides information about the institution's overall digital strategy, management structure for executing that strategy and high-priority digital initiatives. It also points to a variety of resources to help staff plan for and manage digital content.
- Implemented a new Digital Formats web site, which provides information about digital content formats. This resource is intended to support both strategic planning and individual selection decisions regarding digital content and its preservation at the Library of Congress. Over time, the site will offer an ever-increasing inventory of information about current and emerging formats that are promising (or not promising) for long-term sustainability.
- Awarded eight lead institutions and their partners a total of approximately \$14.5 million under the NDIPP. These institutions are the first formal NDIPP partners, and they have agreed to identify, collect and preserve historically important digital materials within a nationwide digital preservation infrastructure. The awards will be matched dollar-for-dollar by the winning institutions in the form of shared costs to execute the cooperative preservation program. The institutions will share responsibilities for preserving at-risk born-digital materials of significant cultural and historical value to the nation (September 2004).
- NDIPP partnered with the National Science Foundation (NSF) to establish the first research grants program to specifically address digital preservation. NSF will administer the program, which will fund cutting-edge research to support the long-term management of digital information (June 2004).
- This Digital Archiving and Long-Term Preservation research program will make approximately \$2 million in initial awards using NDIPP funds. It has three main focus areas for which proposals were sought:
 - Digital repository models.
 - Tools, technologies and processes.
 - Organizational, economic and policy issues.

Library of Congress Goal 5:

Manage and sustain digital content.

- The American Memory web site continues to be the Library's most popular, registering more than 617 million "hits" in FY 2004 – an increase of more than 100 million transactions during the past year. Three new multimedia collections were added, bringing the total to 125 collections in FY 2004.
 - *A Civil War Soldier in the Wild Cat Regiment: The Papers of Tilton C. Reynolds.*
 - *The Spalding Baseball Guides.*
 - *The Zora Neale Hurston Plays at the Library of Congress.*
- Initiated a web capture team to support the collection, ingest and archiving of born-digital content in the form of web sites. During the year, 4.3 terabytes of web sites were collected relating to the 2004 elections, the war in Iraq, the 108th Congress and public policy topics. The team participates in the International Internet Preservation Consortium (IIPC) made up of 11 national libraries (including the Library of Congress) and the Internet Archive. The IIPC is cooperatively developing open-source tools for Web collection and archiving.
- Produced/added 744,105 items to the Library's various web sites for a total of 9.2 million digital items.
- Expanded existing American Memory collections.
- Managed 218 million "hits," on the America's Library website for children and families, making it the second-most-popular multimedia Library site. The site attracted users with new content, including interactive games and other activities.
- Added four new features to the Global gateway web site: *Selections from the Nazi Manuscript Collection*, *The Atlantic World and the Netherlands, United States and Brazil: Expanding Frontiers*, *Comparing Cultures*, and *The Lewis Carroll Scrapbook*.
- Hosted two new-partner orientations and two directors' meetings, bringing directors from all partner schools to the Library for professional development activities, curatorial visits and program meetings. Library staff made presentations with seven Adventure of the American Mind directors at 18 workshops in four states, reaching more than 600 educators.
- Participated in major conferences as the National Council for Social Studies (4,000 attendees), and the National Educational Computing Conference (17,000 attendees). Also made presentations during the National Book Festival and in five states and the District of Columbia, reaching more than 800 teachers. More than 600 educators

attended 26 workshops held at the Library of Congress, and more than two dozen video conferences reached teachers nationwide.

- Added the following to the Learning Page:
 - An updated "Getting Started" section to ease usability.
 - Four features and activities.
 - Four lesson plans.
 - Four Community Center chat rooms.
 - Five "Collection Connections," which point teachers to highlights of the American Memory web site.

Library of Congress Goal 17:

Manage and sustain mission-critical IT programs.

- Upgrading the web site search engine improved an already rapid response time. The Library's online computer resources attracted an even greater number of users than previous years. During FY 2004, more than 2.5 billion transactions were recorded on all of the Library's computer systems, an increase of .5 billion over the previous year. Working with other OSI staff, ITS added seven new collections to the American Memory web site and significantly upgraded seven existing collections. ITS also supported the Open Archive Initiative and completed a major update for the Global Gateway's *Meeting of Frontiers*, a bilingual, multimedia English-Russian digital library. American Memory/Learning Page's Mexican Immigration Web pages were reengineered for the OSI Educational Outreach program. American Memory web site usage increased to 46.9 million transactions per month, compared with 38.8 million a month in FY 2003. America's Library saw an increase of 30 million transactions in FY 2004.
- In FY 2004, in order to provide an effective technical infrastructure to operate nearly 200 enterprise systems and applications, ITS completed or initiated numerous efforts to evolve or upgrade most of the Library's technical architecture. The storage, server and telecommunications infrastructure were upgraded and expanded to accommodate the growing demands.
- ITS installed two new, higher capacity, faster EMC DMX storage systems, replacing four older Symmetrix systems. This major effort involved moving more than 40 terabytes of data attached to 15 enterprise-class UNIX servers. The tape back-up library system and software were also upgraded to adjust to the demands of backing-up the growing digital libraries and archives. A major study was also undertaken to define the business scenarios for the storage of the myriad of data that the Library is ingesting as a result of the NDL, NDILPP and other programs and efforts. Storage of some data will be on less expensive, but new, fast and highly effective tape systems, some on occasionally accessed rarely changed near line systems; and some data that is often accessed or modified on the more expensive online disk systems. Overall, this study will ensure the Library is effectively using its resources.

- One new enterprise server was also installed and two others ordered to stay ahead of the processing demand. The newly installed server is primarily used for the new financial system implemented for the start of FY 2005 and NAVCC prototyping. The last large mainframe production system (FFS) and one of the two smaller mainframe systems was taken out of production. The remaining application will be retired by the end of FY 2005 and the mainframe will also be retired then. Another large and successful project was the creation of a separate test and development environment for the enterprise Unix, Linux and Windows server environments.
- ITS continued to migrate the Thomas Jefferson and John Adams buildings users off an old Token Ring network and onto the Gigabit ethernet network. The In-Building Wireless project also began in FY 2004 and as of the close of the year, nearly the entire John Madison building had been wired and much of both the Thomas Jefferson and John Adams buildings keeping the project on schedule for a December 2005 event. This project is a large undertaking to ensure most wireless devices (cell phones, PDAs, pagers, etc.) will have access to their networks for members of Congress and Library visitors and employees throughout the common and office areas of the Library buildings. ITS also contracted for network expertise to perform a top-to-bottom analysis of the Wide Area Network, Metropolitan Area Network and Local Area Networks of the Library. The study will be complete by January 2005 and will provide recommendations to ITS on network evolution for higher capacities to meet the growing demand, a more efficient and fail over architecture, that includes all Library Buildings, including Culpeper, Landover and the ACF, and security recommendations for proactive protection and monitoring.
- A power study for the growing infrastructure was initiated in 2004 as well. This study is designed to stay ahead of the increasing demand. Numerous security related initiatives and projects were also implemented in FY 2004. The largest effort was the ACF. Though ITS had the James Madison building Data Center mirroring data to the ACF for the Library's Unix farm by the end of FY 2003, additional and significant work was completed in FY 2004, including the installation of the Internet connection, the Avaya switch for the telephone system, the creation and testing of the COOP, the creation of the Windows server environment for mirroring, and the restructuring of the Library's firewall configurations to implement a management server that controls the configurations. This included installing a new Intrusion Detection System (IDS).
- Other security related projects completed in FY 2004 include issuance of a new IT Security Policy, upgrade of all 6,000 Library workstations (employee, reading rooms, etc.) to current operating system and virus protection levels, an NSA Vulnerability Study and the implementation of a C&A program. Through the recruiting and hiring process, ITS continues to enhance staff security skills. During FY 2004 two Certified Information Security System Professionals (CISSPs) were added to the staff.
- ITS continued to provide support throughout the Library in application development, product integration, multimedia productions and ADA enhancements. ITS supports more than 190 enterprise or program level systems and applications. During FY 2004

- a number of these systems and applications were either upgraded or replaced with new software and hardware.
- Some of the more significant undertakings include working with the Office of the Chief Financial Officer and their contractor to deploy a new financial system (Momentum) on a new enterprise server platform, complete the Financial Reporting System, and rewrite the administrative module to the existing Global Legal Information System (GLIN) and seamlessly integrate the module with existing programs. ITS has also led the technical team for prototyping hardware and software for the NAVCC project, and assisted with the hardware, software, power and computer room design for the NAVCC facility.
 - ITS developers continued to improve critical existing systems such as the Integrated Library System (ILS). Staff designed, developed and implemented a set of programs to limit the impact of web site robots on the performance of ILS. Staff also created test environments and detailed plans for migrating mainframe data to the new ILS enterprise server platform, which will be executed in FY 2005. ITS took over responsibility for operating the Copyright Office Electronic Registration, Recordation, and Deposit system (CORDS), and performed enhancements that have improved the interfaces with other ITS-managed Copyright systems.
 - ITS, as part of an overall plan to achieve better efficiencies in system development for the Library, has provided technical support on the deployment of Crystal Reports, which provides central repository and control for over a dozen Library database based application systems. This project has provided a focus for “best practices” for report development and management.
 - ITS has provided technical support on numerous NDL and NDILPP initiatives. These projects include electronic journal archiving, Internet archiving (four web archive collections now hosted at the Library), and providing research and development support for planning and prototyping standard technical environments, such as XML and Unicode.
 - Development staff continued to achieve efficiencies in the area of tracking systems by deploying six new tracking applications under the same Remedy system. These include Basic Activities Tracking System, Dispute Resolution Office system, Facility Application Service Tracking System, Hazardous Abatement System Office of Investigations systems, and the PMED Processing System.

- ITS continued to provide project teams for large projects including the Copyright Business Process Reengineering effort and the replacement of the HR Hiring and Classification System. It is important to note that, to ensure that systems and applications are deployed on-time and on-schedule, ITS established a formal Systems Development Life-Cycle process and conducted training for ITS staff in the process. ITS also contracted for four formal Project Management courses for executives, managers, program staff and project managers. The latter course is an eight-week course attended over a six-month period. ITS recruited and hired four new high-level project managers to boost this effort.
- FY 2004 was a banner year for addressing Library assistive technology needs. Staff planned and implemented the creation of an Assistive Technology Demonstration Center. The Center includes more than fifty enabling equipment and software disability-accommodation products. Staff has already provided needed assistance to more than thirty Library employees. A coordination program was also successfully started with the Library's Industrial Hygienist, Safety Services, Office of Workforce Diversity and professional disability evaluation contractors. Other successes in this area included replacing obsolete teletypes with a modern TTY Local Area Network which currently supports more than twenty employees, and installing twenty web cameras for video interpreting.

Library of Congress, Salaries and Expenses
Cataloging Distribution Service
Analysis of Change
(Dollars in Thousands)

	FY 2006	
	Agency Request	
	<u>FTE</u>	<u>Amount</u>
Appropriation, FY 2005	40	\$6,700
Minus: Rescission	<u>0</u>	<u>- 54</u>
Adjusted Appropriation, FY 2005	40	\$6,646
Non-recurring Costs	0	0
Mandatory Pay and Related Costs:		
Comparability pay raise 2006	0	21
Price Level Changes	0	33
Program Increases	0	0
Net Increase/Decrease	<u>0</u>	<u>\$ 54</u>
Total Budget	40	\$6,700
Total Offsetting Collections	<u>0</u>	<u>-6,000</u>
Total Appropriation	40	\$ 700

Library of Congress
Library of Congress, Salaries and Expenses
Cataloging Distribution Service

Summary By Object Class

(Dollars in Thousands)

Object Class	FY 2004 Actual Obligations	FY 2005 Enacted ¹	FY 2006 Request	FY 2005/2006 Net Change
11 Personnel Compensation	\$2,262	\$2,496	\$2,514	+ \$ 18
12 Personnel Benefits	477	508	511	+ 3
13 Benefits for Former Personnel	0	0	0	0
21 Travel	19	19	19	0
22 Transportation of Things	101	102	102	0
23 Rent, Communications and Utilities	159	231	231	0
24 Printing and Reproductions	587	427	427	0
25 Other Contractual Services	1,075	2,733	2,766	+ 33
26 Supplies and Materials	28	30	30	0
31 Equipment	140	100	100	0
41 Grants	0	0	0	0
42 Insurance Claims and Indemnities	0	0	0	0
43 Interest	0	0	0	0
94 Finance Transfers	0	0	0	0
Total, Budget	\$4,848	\$6,646	\$6,700	+ \$ 54

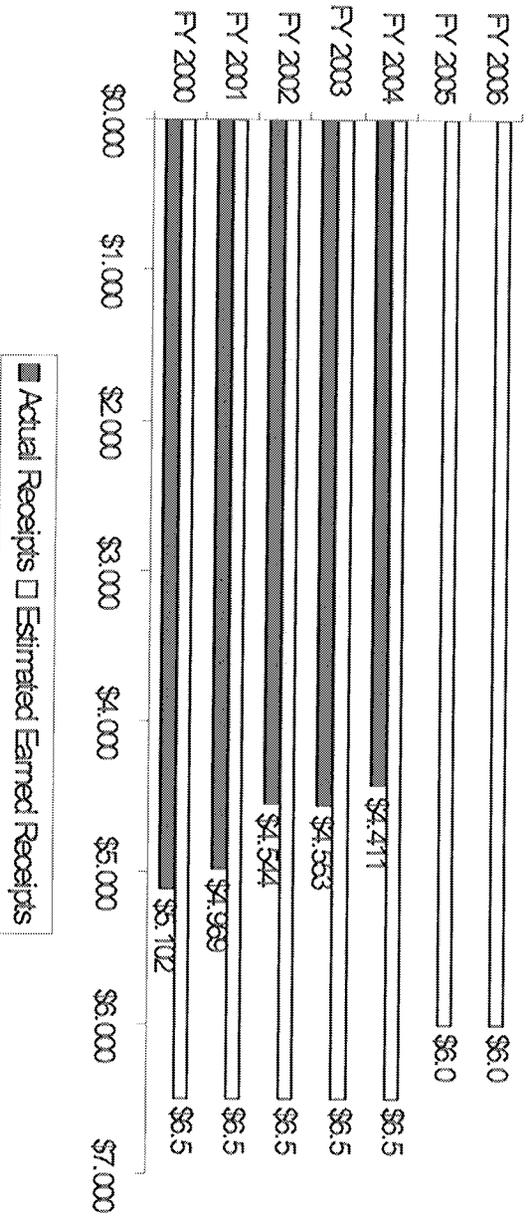
¹ Reflects the FY 2005 Enacted level, less the rescission.

OVERVIEW

For more than 100 years, libraries throughout the United States and around the world have depended upon Library of Congress cataloging records and standards to process their materials. The use of Library of Congress cataloging data and standards promotes consistency and sharing of data and helps libraries avoid expensive duplication of cataloging effort.

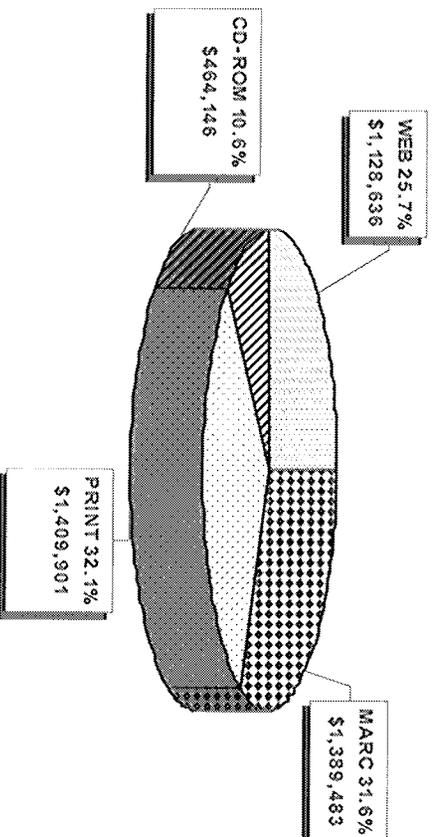
The Cataloging Distribution Service (CDS) administers the Library's cost-recovery distribution program under the authority of 2 U.S.C. 150, which requires that the Library charge for its products "a price which will cover their costs plus ten per centum added." This requirement to return cost plus ten percent is interpreted to apply across the sum of all products sold. Product prices are established to fulfill this statutory requirement within the earned receipt requirement established through the congressional budget process.

FY 2000 - 2006 EARNED RECEIPTS **(Dollars in Millions)**



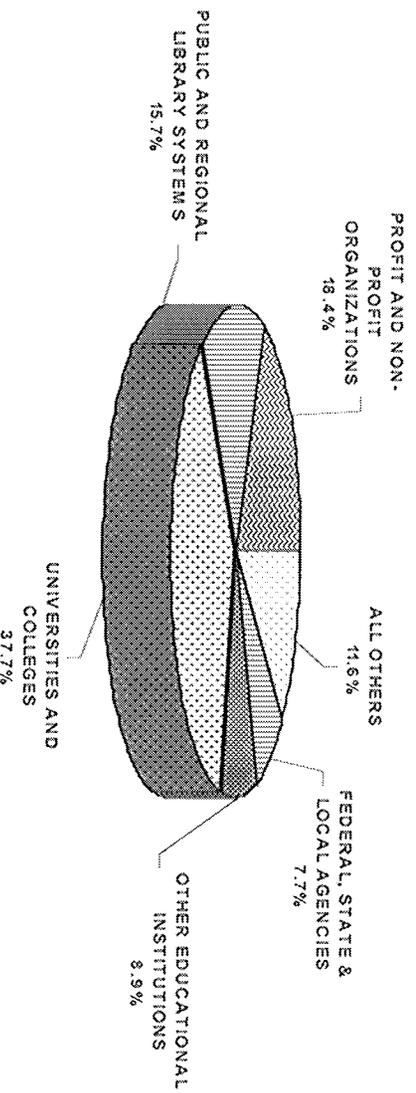
The Cataloging Distribution Service (CDS) is the distribution arm for the Library's bibliographic, authority, and technical data. CDS develops, produces, markets, and distributes products and services for use by the Library of Congress and the national and international library and information services communities. These products and services include databases of catalog and authority records delivered to customers via Internet file transfer; cataloging training courses delivered in PDF format; and Library of Congress classification schedules, subject headings, and cataloging manuals delivered in both print and value-added electronic formats. Total net sales for FY 2004 reflect the product categories in the following proportions:

FY 2004 NET SALES: \$4,392,166



In FY 2004, a total of 4,619 accounts representing more than 7,000 customers in 83 countries purchased Library of Congress cataloging products and services from CDS. These accounts represent all segments of the information services community, as illustrated by chart below. A number of CDS's accounts are value-added redistributors, who utilize the Library's cataloging records in providing customized services for thousands of additional library customers. One such account – the OCLC bibliographic utility located in Dublin, Ohio – purchases cataloging records from CDS and incorporates them into WorldCat, a union catalog, for worldwide use by more than 50,000 participating libraries.

FY 2004 ACTIVE ACCOUNTS: 4,619



FY 2005 PRIORITIES

- Continue collaborative development and distribution of cataloging and metadata training materials in support of the Library's leadership role in the emerging digital environment.
- Continue planning for implementation of a web based business and customer information management system for improved customer service. The CDS system will be implemented within the context of the Library's new central financial system, Momentum.
- Enhance Classification Web by implementing a major new release of the underlying data management software written in Java. The new software will be Unicode-compliant and enable the display of non-roman data. This capability will provide the infrastructure necessary to add the Library's name authority file to the popular search interface.
- Enhance Cataloger's Desktop by harvesting and indexing related resources on the Web, by adding quick-reference aids and training tips, and by conducting a user survey to assess customer satisfaction and priorities for enhancements.
- Complete the migration of the MARC database distribution services from the Library's mainframe computer to a server environment under Voyager, the system used for the Library's Integrated Library System (ILS). Prepare for the Library's distribution of PreMARC records and the implementation of Unicode in the ILS.
- Explore the impacts and opportunities of open-access initiatives for the harvesting of bibliographic and authority metadata from the open Web. Assess distribution options for new types of bibliographic access records created by the Library.
- Explore the development of computer-to-computer Web services as a way to leverage the usefulness of the Library's name authority file and increase its use by Web search engines and developers of the semantic Web.
- Utilize results from a survey of print subscribers conducted in FY 2005 to develop a transition plan for the future distribution of hard copy versions of cataloging documentation.
- Publish new editions of Library of Congress Classification schedules and experiment with distribution of classification schedules and looseleaf service updates in PDF format.
- Develop a plan for implementing an XML based authoring and editing system for the publication of redesigned and simplified cataloging documentation.
- Publish additional cataloger training courses in PDF format and create a web site to

promote awareness of these and other related training resources. Courses are planned on the following topics: *Rules and Tools for Cataloging Internet Resources, Basic Name Authorities, and Concepts for Effective Information Organization in the Digital Age.*

- Contract with an accounting firm for the development of a pricing methodology study to aid in pricing future CDS products and services in accordance with federal regulations and CDS's cost-recovery authority.
- Develop and implement a procedure for the Library's internal users to use in purchasing products and services from CDS on a reimbursable basis through the Library's new financial management system Momentum starting in FY 2006.

FY 2006 PRIORITIES

- Enhance and expand the reach of the Library's cataloging products and services through marketing and product development initiatives in the area of emerging digital standards and metadata generation.
- Implement business process improvements through the new integrated web based business and customer information management system.
- Continue the collaborative development and distribution of cataloging and metadata training materials in support of the Library's leadership role in the emerging digital environment.
- Define and implement new business processes and approaches for disseminating the Library's cataloging databases, standards, and related technical publications, while sustaining cost recovery operations.
- Review and assess the viability of CDS's statutory authority (2 U.S.C. 150) in relation to current and future distribution scenarios and the technologies and environment of the 21st century.

FY 2006 BUDGET REQUEST

The Library is requesting a total of **\$6.7 million** to support the CDS program. This includes \$6 million for products and services provided to external customers and an estimated \$700 thousand in appropriations for products and services provided to internal Library customers. This is the same funding level as in FY 2005.

FY 2004 ACCOMPLISHMENTS

Library of Congress Goal 3:

Lead, promote, and support the growth and influence of the national and international library and information communities.

- Developed and introduced the Web version of *Cataloger's Desktop* to Library of Congress internal users and to the worldwide library community. *Cataloger's Desktop* is a value-added compendium of cataloging standards and best practices utilized by library and information professionals worldwide. The new Web version of this popular cataloging tool responds to market demand for an online alternative to the CD-ROM publishing format, which presented technical issues for some users.
- Enhanced the functionality of *Classification Web*, a service offering value-added access to Library of Congress classification data and subject headings. Developed requirements for the addition of the Library's name authority file, implemented an automatic link to the Library's online public access catalog, and implemented a Dewey Decimal Classification (DDC) correlations feature through a cooperative agreement with the publisher of the DDC. Increased the customer base for *Classification Web* by 157 sites and 701 concurrent users for a total of 1,530 subscribers and 8,261 concurrent users.
- Continued planning for the implementation of an integrated web based business and customer information management system for improved customer service and timely delivery of products and services to customers. Issued a task order to CGI AMS for an analysis of the cost and feasibility of using the Library's new central financial system to meet CDS's e-commerce needs.
- Continued planning for the migration of CDS's bibliographic databases and product processing from the Library's mainframe computer to a server based application within the Library's ILS environment.
- Introduced MARC XML, as a new distribution format for the MARC distribution services. The aim is to extend the reach of the Library's cataloging data to Web developers and other new audiences outside of the traditional library community. Sold two retrospective database files in MARC XML format.
- Published new editions of six Library of Congress Classification schedules – KF (Law of the United States), Q (Science), H (Social Sciences), P-PZ Language and Literature Tables, PN (Literature, General), PQ (French, Italian, Spanish and Portuguese Literatures), and the first edition of KB (Religious Law) using a new electronic publishing application developed in FY 2003.
- Terminated the costly production of Alert Service cards by successfully migrating customers to a more cost-effective electronic alternative, MARC Alert.
- Introduced a new cataloging training course, *Basic Subject Cataloging Using Library of Congress Subject Headings*, developed by the Program for Cooperative Cataloging and published by CDS in PDF format to meet the burgeoning need for authoritative training in the cataloging of electronic resources.
- Planned for the collaborative development and distribution of a series of training

courses in partnership with the Association of Library Collections & Technical Services, a division of the American Library Association. The series will constitute a core curriculum for cataloging and metadata professionals in organizing information resources for effective access in the digital age. CDS's role will be to distribute the course materials in PDF format for use by internal Library users as well as external training providers and to maintain a web site to promote awareness of the training resources.

Library of Congress
Library of Congress, Salaries and Expenses
Law Library
Analysis of Change
(Dollars in Thousands)

	FY 2006	
	<u>Agency Request</u>	
	<u>FTE</u>	<u>Amount</u>
Appropriation, FY 2005	101	\$13,438
Minus: Rescission	<u>0</u>	<u>- 107</u>
Adjusted Appropriation, FY 2005	101	\$13,331
Non-recurring Costs	0	0
Mandatory Pay and Related Costs:		
Comparability pay raise 2006		198
Annualization of pay raise 2005		122
Within-grade increases		75
Transit Subsidy Monthly Increase to \$105		<u>3</u>
Total, Mandatory Pay and Related Costs	0	398
Price Level Changes	0	90
Program Increases:		
Sustaining Staff Capacity:		
Restoration of FY 2005 pay rescission		105
Other Projects:		
Access to Law Collections		<u>445</u>
Total, Program Increases	0	550
Net Increase/Decrease	<u>0</u>	<u>\$ 1,038</u>
Total Budget	101	\$14,369
Total Offsetting Collections	<u>0</u>	<u>- 350</u>
Total Appropriation	101	\$14,019

Library of Congress
Library of Congress, Salaries and Expenses
Law Library

Summary By Object Class
(Dollars in Thousands)

Object Class	FY 2004 Actual Obligations	FY 2005 Enacted ¹	FY 2006 Request	FY 2005/2006 Net Change
11 Personnel Compensation	\$6,843	\$7,083	\$7,509	+ \$ 426
12 Personnel Benefits	1,518	1,561	1,637	+ 76
13 Benefits for Former Personnel	0	0	0	0
21 Travel	78	78	80	+ 2
22 Transportation of Things	2	2	2	0
23 Rent, Communications and Utilities	42	42	43	+ 1
24 Printing and Reproductions	38	41	42	+ 1
25 Other Contractual Services	3,847	4,194	4,719	+ 525
26 Supplies and Materials	52	52	53	+ 1
31 Equipment	94	278	284	+ 6
41 Grants	0	0	0	0
42 Insurance Claims and Indemnities	0	0	0	0
43 Interest	0	0	0	0
94 Finance Transfers	0	0	0	0
Total, Budget	\$12,514	\$13,331	\$14,369	+ \$1,038

¹ Reflects the FY 2005 Enacted level, less the rescission.

OVERVIEW

The Law Library of Congress is the world's largest legal and legislative library containing almost 2,500,000 volumes of legal material. Its primary mission is to provide the United States Congress with legal research and reference service in foreign, international, and comparative law and with reference assistance about American law. The Law Library, through its Directorate of Legal Research, provides high quality timely legal research, analysis and legal reference to the Congress, executive branch agencies, the judiciary, legal community, and other customers. The Directorate of Law Library Services acquires, maintains and preserves a comprehensive legal collection in both analog and digital formats, for use by Congress, executive branch agencies, the Supreme Court and other members of the Judiciary, and other customers. Through the development and implementation of the Global Legal Information Network (GLIN), the Law Library is creating an international model for an electronic legal information system that provides a timely, multilingual and comprehensive global legal information database for the use and support of the Congress, the Federal judiciary and other government agencies.

FY 2005 - 2006 PRIORITIES

- Prepare materials for transfer to Ft. Meade Module 2.
- Expand virtual reference services through introduction of Question Point software.
- Enhance the GLIN system, focusing on retrospective laws of Latin American countries from 1950-1975, by inputting 50,000 summaries, digitizing approximately 40,000 full text laws, and linking 20,000 English language summaries for those laws to the GLIN database.
- Continue to add all U.S. public laws from each current Congress.
- Promote GLIN at national and/or international meetings and conduct assessment/recruitment missions in at least six countries.
- Begin implementation of the plan to reclassify one-third of the Law Library's collection in the Class K schedule.

FY 2006 BUDGET REQUEST

The Law Library is requesting a total of **\$14.369 million in FY 2006**, an increase of \$1.038 million over FY 2005. The increase includes \$488 thousand for mandatory and price level increases, and \$550 thousand for program increases. Total FTEs requested in FY 2006 is 101 FTEs, the same level as FY 2005.

PROGRAM CHANGES

\$550,000

Access to Law Collections

(\$445,000)

The Law Library is requesting contract support funding to convert 800,000 volumes or one-third of its legal collection from the obsolete "LAW" shelving arrangements to the Library of Congress Class K international standard to ensure the retrievability of invaluable and unique legal materials. This project will take five years and **funding of \$445 thousand per year is requested, beginning in FY 2006, for a total project cost of \$2.225 million.**

At the close of FY 2003, the Library of Congress concluded the development of the "Class K" schedule to replace the "LAW" categories previously used to classify legal materials, establishing the international standard for the classification of legal materials. Other Libraries have already converted their collections from "LAW" to "Class K." For example, the Yale University Law Library has reclassified all legal material held in its collection; the University of California, at Berkeley, has reclassified its canon law collection; and Cornell University has reclassified its entire collection of European legal materials. The Library of Congress, however, lacks the resources to undertake a reclassification effort of this magnitude required to bring the Law Library into compliance with the standards established by the Library of Congress.

The Library of Congress' Law Library has approximately 800 thousand volumes, or one third of its legal collections, classified under the obsolete "LAW" class category. One out of every three items of legal material collected are without full call numbers, subject classification, and descriptive elements. Twenty-five percent of all requests for foreign legal materials cannot be located when sought for research purposes.

Currently, the Law Library compensates for the obsolete classification of such a significant portion of its collection by relying on the institutional memory of veteran staff members knowledgeable in the "LAW" system of classification. Only 5 professional librarians, on the current staff, know the "LAW" system and the loss of that institutional memory is inevitable through attrition and retirement. The United States Congress currently invests \$2.8 million annually, retaining the services of 22 legal research specialists, dependant on access to foreign legal material, to respond to Congressional requests for information and opinions. The return on that investment is seriously compromised when 90 percent of foreign law serials remain classified in the "LAW" system and one out of every four documents sought cannot be located due to the inability of professional staff members to interpret the "LAW" system. If the Law Library is to provide accurate and timely legal information to the Congress its collection must be made accessible through the systematic application of the "Class K" schedule to both current and retrospective materials.

The Law Library's request of \$445 thousand, per year, for five years of contract support, will allow the Library of Congress to meet its own standards established for all Library communities, and return the Law Library to a position of leadership within the

greater Law Library community. Also, it will greatly enhance the capacity of the Legal Research Directorate to meet the expectations of the Congress and facilitate decisions made by the Congress in matters concerning international law and in many instances concerning the lives of individual American citizens.

Sustaining Staff Capacity

(\$105,000)

Because of the FY 2005 rescission, the Law Library reduced pay by \$-105 thousand. The Library is requesting the restoration of the \$105 thousand in FY 2006 to maintain the Law Library's payroll purchasing power needed to sustain staff capacity.

FY 2004 ACCOMPLISHMENTS

In FY 2004, the Law Library produced a total of 10,141 reports, studies, opinions, legal briefs, and reference responses (averaging over 36 per work day) for use by the United States Congress and other customers. The level of demand for legal studies, opinions and legal briefs from non-congressional sources increased by more than 74 percent during FY 2004. Overall, the Directorate of Legal Research prepared and delivered in excess of 4,000 pages of reports to requesters. The Law Library Reading Room responded to 37,180 reference requests. The GLIN network was expanded through the recruitment of 3 new members in FY 2004. The addition of new members was accomplished within the context of greatly expanding the number of full text laws on the GLIN data base and their corresponding English language summaries.

Library of Congress Strategic Goal 6:

Provide high-quality and timely legal research, analysis, and legal reference services to the Congress, the executive branch agencies, courts, the legal community, and other customers.

- Provided 995 reports, studies and legal briefs to the Congress in FY 2004.
- Provided 952 reports, studies or legal opinions to non-congressional customers during FY 2004, including:
 - The Department of Homeland Security received 137 opinions delivered to 48 regional offices.
 - Executive branch agencies requested and received 236 special studies, legal opinions and reports, reflecting a 55 percent increase over the number of requests in FY 2003.
- Responded to 35 inquiries from the federal judiciary.

Library of Congress Strategic Goal 7:

Acquire, secure, maintain, preserve, and make accessible a comprehensive legal collection, in both analog and digital formats, for use by the Congress, executive branch agencies, courts, the legal community, and other customers

- Added 60,400 new volumes to the Library's collections, an almost 14 percent-increase over the previous year.
- Responded to 8,194 reference inquiries from the Congress, of which 3,783 were from readers requiring in-person assistance with their legal research.
- Extended after-hours services, utilized by 256 congressional staff members to obtain specialized information.
- Offered 14 seminars on legal research, providing training to over 300 congressional staff members.
- Participated in 101 events describing Law Library services, products, and contacts to assist and guide the legal research community.
- Provided assistance to 55,146 in-person non-congressional users.
- Responded to online requests:
 - Responded to 2,760 Internet reference inquiries in FY 2004, a 13 percent increase.
 - *The Guide to Law on Line* recorded 1,994,343 transactions in FY 2004, a 26 percent increase.
 - *The Century of Law Making* recorded 2,126,641 transactions in FY 2004, an 83.5 percent increase.
 - *The Multinational Data Base* recorded 312,824 transactions in FY 2004, a 264 percent increase over FY 2003.

Library of Congress Strategic Goal 8:

Expand and enhance the Global Legal Information Network (GLIN)

- Targeted and three new members for recruitment to GLIN; all three members were successfully recruited.

- Conducted 7 GLIN assessment/recruitment missions to countries of interest to the Congress including Bahamas, Belize, Chile, Germany, Luxembourg (European Union), India, and Jamaica.
- The GLIN database was expanded to include the laws of forty eight (48) countries and international organizations. The expansion included legal writings from 7 countries and international organizations. Of the 48 countries participating in GLIN, 25 make direct contributions to the database and Law Library staff members provide the input of legal documents for 23 other countries.
- Completed the digitization and linking of 36,000 retrospective GLIN full-text records, back to 1975.
- Added 1,149 laws from 16 countries to the GLIN data base.
- The GLIN database recorded 1,500,000 transactions in FY 2004.
- Upgraded the GLIN software system to include new categories of legal information (court decisions, and legislative records) and successfully produced a demonstrable prototype and achieved user acceptance by the close of the fiscal year.

Library of Congress
Library of Congress, Salaries and Expenses
Office of the Librarian
Analysis of Change
(Dollars in Thousands)

	FY 2006	
	Agency Request	FTE Amount
Appropriation, FY 2005	179	\$21,810
Minus: Rescission	0	- 168
Adjusted Appropriation, FY 2005	179	\$21,642
Non-recurring Costs	0	0
Mandatory Pay and Related Costs:		
Comparability pay raise 2006		447
Annualization of pay raise 2005		245
Within-grade increases		148
Transit Subsidy Monthly Increase to \$105		5
Workers' Compensation		76
Total, Mandatory Pay and Related Costs	0	769
Price Level Changes	0	71
Program Increases:		
Sustaining Staff Capacity:		
Restoration of FY 2005 pay rescission		88
Total, Program Increases	0	88
Net Increase/Decrease	0	\$ 928
Total Budget	179	\$22,570
Total Offsetting Collections	0	0
Total Appropriation	179	\$22,570

Library of Congress
Library of Congress, Salaries and Expenses
Office of the Librarian

Summary By Object Class

(Dollars in Thousands)

Object Class	FY 2004 Actual Obligations	FY 2005 Enacted ¹	FY 2006 Request	FY 2005/2006 Net Change
11 Personnel Compensation	\$12,728	\$14,196	\$14,923	+ \$727
12 Personnel Benefits	3,521	3,819	3,908	+ 89
13 Benefits for Former Personnel	124	84	125	+ 41
21 Travel	60	104	106	+ 2
22 Transportation of Things	5	6	6	0
23 Rent, Communications and Utilities	183	237	242	+ 5
24 Printing and Reproductions	544	574	585	+ 11
25 Other Contractual Services	2,633	2,177	2,221	+ 44
26 Supplies and Materials	152	134	137	+ 3
31 Equipment	574	305	311	+ 6
41 Grants	0	0	0	0
42 Insurance Claims and Indemnities	0	6	6	0
43 Interest	0	0	0	0
94 Finance Transfers	0	0	0	0
Total, Budget	\$20,524	\$21,642	\$22,570	+ \$928

¹ Reflects the FY 2005 Enacted level, less the rescission.

OVERVIEW

The Office of the Librarian (OL) consists of the Librarian of Congress and his staff as well as the following offices:

- The **Congressional Relations Office** is responsible for congressional and press relations.
- The **Office of the Chief Financial Officer** is responsible for the centralized strategic planning, budgeting, accounting and disbursing activities of the Library's appropriated, gift, trust, gift revolving, revolving, and reimbursable funds.
- The **Office of the General Counsel** is responsible for legal counseling.
- The **Development Office** is responsible for private sector outreach fund-raising.
- The **Office of Communications** is responsible for all internal and external communications.
- The **Office of Operations Management and Training** is responsible for formulation and implementation of operational policies; developing and administering training and career development programs.
- The **Office of Contracts and Grants Management** is responsible for facilitating and executing large purchases, contracts, grants, and cooperative agreements.
- The **Office of Workforce Diversity** is responsible for facilitating a workplace environment that recognizes and respects the racial, ethnic, gender, cultural and other differences the Library's employees bring to the workplace.
- The **Special Events Office** is responsible for coordinating Library sponsored events, as well as those sponsored by outside organizations that utilize the Library's facilities.
- The **Office of the Inspector General** is responsible for conducting audits and investigations.

In addition, the Management Support Service Units of Human Resources, Integrated Support Services, and Security and Emergency Preparedness report to the Office of the Librarian. These offices are presented elsewhere in the budget as separate program elements.

FY 2005 PRIORITIES

- In FY 2005, the OL will continue to publicize and promote the Library's broad range of programs, exhibitions, acquisitions, publications, events and activities, such as the fourth annual National Book Festival to be held on October 9, 2005, and the awarding of the Kluge Prize.
- Develop and implement a web based events calendar and a Congressional Relations Office (CRO) web portal to enhance the relationship with Congress and increase Congressional awareness and use of the Library's collections, facilities and programs.
- Provide continuing legal support for Library initiatives, including the National Audio-Visual Conservation Center at Culpeper, the Kluge Center, the National Book Festival, the National Digital Information Infrastructure and Preservation Program (NDIIPP), rights clearances for the Library's web site, and personnel and ethics-related issues. Provide legal advice for issues relating to copyright, contracts, and grants.
- Implement a new enterprise Learning Management System that will serve as the single source for all training-related activities in a variety of topics appropriate for the Library's priority learning and development needs.
- Strengthen operating efficiencies in the area of diversity and Equal Employment Opportunity (EEO) complaints processing. Finalize and implement the one-year pilot program to send all requests for EEO Hearings and Final Agency Decisions to an outside agency for processing. Improve the educational awareness of managers and supervisors regarding their EEO rights and responsibilities by developing and implementing a comprehensive classroom training program.

FY 2006 PRIORITIES

- For FY 2006, in addition to assuring excellence in the administration of all Library programs, the OL will continue to provide legal support for Library initiatives, personnel and ethics related issues; focus on expanding projects that increase public educational awareness through national, international, scholarly and digital initiatives; continue to play a leadership role in the digital arena and protect the Library's reputation and image through oversight of internal and external representations of the Library of Congress by commercial and non-commercial entities; and expand the CRO web portal and web events calendar.
- Continue to provide procurement, contracts, grants and cooperative agreements support by coordinating the activities of the Library's Management Control Program; working to improve overall management and assessment of the Library's programs and core activities; and improve the training programs and serve as the single source for all training-related activities.

- Continue to strengthen and improve the operating efficiencies in all program areas including EEO case processing, alternative dispute resolution, and affirmative action recruitment and analysis; addressing under representation in the Library's workforce by developing and implementing a national campaign to recruit targeted under represented groups, including Hispanics and Native Americans; and provide a comprehensive diversity awareness training program for all Library employees, to include knowledge of EEO laws, rules and regulations.

FY 2006 BUDGET REQUEST

The Library is requesting a total of **\$22.57 million** for the Office of the Librarian in **FY 2006**, an increase of \$928 thousand over FY 2005. Of this amount, \$840 thousand supports mandatory and price level increases and \$88 thousand supports program changes. The OL is requesting 179 FTEs, the same level as FY 2005.

PROGRAM CHANGES

\$ 88,000

Sustaining Staff Capacity

(\$ 88,000)

Because of the FY 2005 rescission, the Office of the Librarian reduced pay by \$-.88 thousand. The Library is requesting the restoration of the \$88 thousand in FY 2006 to maintain the OL's payroll purchasing power needed to sustain staff capacity.

FY 2004 ACCOMPLISHMENTS

Library of Congress Strategic Goal 16:

Create an environment that supports delivery of superior service to the Congress and the American people through effective communication and management of business and supporting processes and financial resources, and that provides a safe and healthy workplace.

- The OL continued its ongoing efforts to serve members of Congress, their staffs and committees, by providing and responding to thousands of congressional inquiries about the Library's collections, activities, policies, and facilities.
- Provided legal advice in support of Congressionally-mandated activities, such as the Veterans History Program, the Hands Across American Program, the Abraham Lincoln Bicentennial Commission, the Open World Leadership Center, and the NDIIPP. Worked closely with staffs of the Motion Picture, Broadcasting, and Recorded Sound Division (MBRS) and Human Resources Services regarding the complicated personnel issues associated with the FY 2005/2006 relocation of MBRS employees to the new National Audio-Visual Conservation Center in Culpeper, Virginia. Successfully settled the interests of the Library and 43 FEDLINK federal agency libraries in the bankruptcy proceeding of the RoweCom/Faxon serials subscription company. Successfully defended two protests that unsuccessful

- contractors made to the Government Accountability Office. Worked with the Copyright General Counsel's Office and MBRS to publish a regulation authorizing the Library to acquire news programs under the American Television and Radio Archives Act (ATRA). Participated in the preparation for the opening of the papers of the late Associate Justice of the Supreme Court Harry Blackmun. Reviewed more than forty acquisition agreements, including those relating to the donation of the Jay Kislak Foundation papers and artifacts of pre-Columbia and Mesoamerica, the folklife archive of Alan Lomax, the papers of the late conductor Isaac Stern, the Voices of Civil Rights, the papers of Robert Bork, and the works of composer Jerry Herman.
- Implemented a paperless regulations program, where all such material will be available only through the Library's Intranet. This program, together with a separate initiative, eliminated a number of outdated and unnecessary regulations, and will help reduce printing costs.
 - Completed the first full year of the Special Events Office operating as a revolving fund, and electronically tracking all events through the use of an online database. Many new procedures related to the online database were implemented, including the electronic routing of the event approval form and the addition of numerous database codes that allowed the Office to track information more efficiently and effectively. Individuals who have access to the Special Events database information, including online access to the Special Events calendar, increased from thirteen to thirty.
 - Successfully coordinated and managed 327 events during the year. These included 191 Library Sponsored events, 110 congressional or congressional co-hosted events, 30 events for non-profit organizations, and 13 corporate events. Sadly, in April 2004 the office managed the memorial service for Librarian of Congress Emeritus Daniel J. Boorstin, who died earlier in the year. Dr. Boorstin, a prize-winning historian, was the Librarian of Congress from 1975 until he retired in 1987.
 - Supported national outreach through exhibitions, such as the *Rivers, Edens, and Empires: Lewis & Clark and the Revealing of America*, teacher training and related educational activities through the Hands Across America program, and curator visits to Members states and districts.
 - Fund raising activities brought in a total of \$11 million, representing 828 gifts from 713 donors. The donor categories included 543 individuals, giving \$4.3 million; 76 corporations, giving \$2.2 million; 36 associations, councils, and societies, giving \$2.6 million; 42 foundations giving \$1 million; and 16 trusts and estates giving \$1 million. These gifts, including \$612 thousand received through the Library's Planned Giving Program, were made to 90 different Library funds and consisted of \$6.6 million in cash gifts, \$4.3 million in new pledges, and \$62 thousand in-kind gifts. The James Madison Council continued to provide substantial support for a number of Library initiatives. Five new members joined the Council and gifts from members in FY 2004 totaled \$5.9 million, bringing the Council's total support since

- 1990 to \$159.1 million. The Madison Council's meeting in the fall of 2003 was held in conjunction with the awarding of the first John W. Kluge Prize for Lifetime Achievement in the Human Sciences. The \$1 million prize — made possible by an endowment established by Madison Council Chairman John W. Kluge — is given for lifetime achievement in the humanities and social sciences, areas of scholarship for which there are no Nobel Prizes. In April 2004, Council members came together for a special concert by country singer and musician Dolly Parton and the awarding of the Library's Living Legend medal. This award is given to recognize individuals who have made significant contributions to America's cultural, scientific and social heritage. In September 2004, forty-six Madison Council members and their spouses or guests joined the Librarian of Congress James H. Billington and Mrs. Billington and Pulitzer Prize winning author David McCullough and Mrs. McCullough for the Madison Council's sixth Great Libraries of the World trip.
- Continued to be responsible for many aspects of the Library's most popular public face, its comprehensive web site, which was cited by PC magazine as one of the 100 best web sites in the country; and the *Wise Guide to loc.gov* monthly web magazine (www.loc.gov/wiseguide), produced by the Office of Communications, which was singled out as a "delightful" way to discover the Library's treasures.
 - Opened the Blackmun Papers in March and received widespread national media attention, as did the acquisition of the Alan Lomax collection. Two oral history programs, the Veterans History Project and Voices of Civil Rights, engendered hundreds of media stories around the country, capturing the participation of young and old to preserve these poignant stories of war abroad and struggles at home.
 - Completed more than 4,885 contractual actions valued at approximately \$158 million for supplies, services and equipment. Of these, 2,596 actions (53%) were for simplified procurement (\$100 thousand and below), 887 actions (18%) were for contracts valued at \$100 thousand or more, and 1,432 actions (29%) were for prior year contract closeout activities. Additionally, the office facilitated the training of 116 contracting officers' technical representatives. The FEDLINK Contracts Section completed more than 3,300 interagency contractual actions valued at approximately \$94 million, as well as more than 2,300 prior year contract modifications in support of the FEDLINK Program.
 - Completed implementation of the Inspector General's recommendations regarding the Purchase Card Program listed in the FY 2003 audit. The Purchase Card manual has been posted on both the Contracts and Office of General Counsel websites. The Contracts office has implemented a new filing system, new audit procedures, and a fraud protection system. Purchase Card usage increased by more than 19 percent, from \$3.99 million to \$4.76 million. Cardholders remained steady at 133, with the number of transactions totaling 9,872.
 - Developed and implemented two interim regulations outlining grant management authority and procedures. The regulations were issued on November 18, 2003.

- Managed the Adventure of the American Mind (AAM) Grant, a project that funds the teaching of educators and librarians on how to incorporate the Library's digital collection in K-12 curricula. During 2004, a grant amendment in the amount of \$8.5 million added four additional colleges and universities, and increased funding for other participating educational institutions. The total AAM grant exceeds \$38 million, with 23 educational institutions participating.
- Continued to deliver Library-wide support to the service units and infrastructures by providing technical, non-technical, mandatory and mission critical training. Launched a new course registration system, Pathlore Classroom 5.5. Pathlore is a web enabled software that allows staff to self-register for internal training. The center supported the Affirmative Action Work-Study Program, providing high school students with resume building, career assessment, and financial aid forums. The Library's Mentoring Program continued to provide a pathway for junior staff to explore their career objectives. Through the participation of 25 mentor and protégé pairs, the program addressed employee orientation, career options and opportunities, problem solving, and coaching.
- Successfully completed the Office of Workforce Diversity's first full year of operations as a fully integrated infrastructure support office. Effectively consolidated key workforce diversity and civil rights activities into one organizational entity reporting directly to the Office of the Librarian. Led the Library's Diversity Advisory Council in developing a draft Diversity Action Plan, a draft Manager's Guide to Diversity, and a draft Workforce Diversity Survey, which will be implemented in FY 2005. Closed 91 EEO cases through statutory processing. Updated and amended the Library's regulations for processing individual and class EEO complaints of discrimination, LCR 2010-3.1 and 2010-3.2. Developed standard operating procedures for the EEO Complaints Office and the Dispute Resolution Center. Mediated 32 cases through the dispute resolution process with an 94 percent resolution rate. Dispute Resolution Center Conveners/Mediators provided 1,065 consultations to Library supervisors and employees resulting in problem resolutions that prevented the filing of formal EEO complaints or labor relations grievances. Provided one dispute resolution training class for Library employees.
- Increased staff user efficiency in utilizing a new automated system (Visual Power Files) for tracking and reporting the data and status of EEO cases, and for developing statistical under representation analyses to monitor applicant flow data and address affirmative action hiring needs of the Library. In partnership with Library Services (Preservation Directorate) and a private sector vendor, developed and launched the Multi-Cultural Fellowship Program to recruit and hire under represented groups. The project involved creation of a new diversity website and CD-Rom marketing tool for targeting and recruiting under represented groups for internships and employment at the Library. Successfully negotiated and began implementation of the Library's new multi-year Affirmative Action Plan with four

labor unions. Successfully administered the Affirmative Action Intern Program by directing and monitoring the professional development of 12 employee-interns; administered the Affirmative Action Tuition Support Program by awarding 42 stipends worth up to \$2 thousand each to Library employees for professional development and training costs; administered the first James Madison National Council Summer College Intern Program by hiring and placing 40 college students in service units and infrastructure offices throughout the Library, where they worked for a minimum of 10 weeks; and entered into a new Partnership Agreement with the Hispanic Association of Colleges and Universities (HACU). Completed a successful Cooperative Education Work Study Program for high school students by hiring 36 under the paid intern program and 10 under the volunteer program. Completed a successful year of ethnic, diversity and cultural awareness programs.

Library of Congress
Library of Congress, Salaries and Expenses
Human Resources Services
Analysis of Change
(Dollars in Thousands)

	FY 2006	
	Agency Request	FTE
	Amount	Amount
Appropriation, FY 2005	60	\$7,413
Minus: Rescission	0	- 59
Adjusted Appropriation, FY 2005	60	\$7,354
Non-recurring Costs	0	0
Mandatory Pay and Related Costs:		
Comparability pay raise 2006		120
Annualization of pay raise 2005		74
Within-grade increases		45
Transit Subsidy Monthly Increase to \$105	0	2
Total, Mandatory Pay and Related Costs	0	241
Price Level Changes	0	342
Program Increases:		
Sustaining Staff Capacity:		
Restoration of FY 2005 pay rescission		59
Other Projects:		
Central Classification and Staffing System	0	1,600
Total, Program Increases	0	1,659
Net Increase/Decrease	0	\$2,242
Total Budget	60	\$9,596
Total Offsetting Collections	0	0
Total Appropriation	60	\$9,596

Library of Congress
Library of Congress, Salaries and Expenses
Human Resources Services

Summary By Object Class

(Dollars in Thousands)

Object Class	FY 2004 Actual Obligations	FY 2005 Enacted ¹	FY 2006 Request	FY 2005/2006 Net Change
11 Personnel Compensation	\$4,122	\$4,301	\$4,554	+ \$ 253
12 Personnel Benefits	1,110	1,123	1,170	+ 47
13 Benefits for Former Personnel	0	0	0	0
21 Travel	15	24	24	0
22 Transportation of Things	1	2	2	0
23 Rent, Communications and Utilities	32	32	33	+ 1
24 Printing and Reproduction	92	99	101	+ 2
25 Other Contractual Services	1,659	1,711	3,433	+ 1,722
26 Supplies and Materials	37	37	38	+ 1
31 Equipment	14	25	241	+ 216
41 Grants	0	0	0	0
42 Insurance Claims and Indemnities	0	0	0	0
43 Interest	0	0	0	0
94 Finance Transfers	0	0	0	0
Total, Budget	\$7,082	\$7,354	\$9,596	+ \$2,242

¹ Reflects the FY 2005 Enacted level, less the rescission.

OVERVIEW

This budget funds Human Resources Services (HRS) and administrative support to the Little Scholars Child Development Center, the Library's day care facility.

In partnership with the service and infrastructure units, HRS designs and implements the policies, procedures, and systems to build, develop, and manage the workforce needed to support the Library's mission and priorities. HRS consists of the following offices:

- The **Strategic Planning and Automation Office** ensures alignment of human resources plans, programs, and systems to the Library's strategic goals and objectives, identifies and implements electronic solutions to human resources needs, conducts workforce transition plans to identify current and future required skill sets, and assists Library offices in succession and workforce planning initiatives.
- The **Workforce Acquisition Office** recruits and hires the best and brightest staff through internal and external partnerships and ensures a diverse and talented workforce through the design of innovative strategies that emphasize speed and flexibility.
- The **Workforce Management Office** supports the Library's goal of becoming a performance-based organization through the design of programs and policies and manages all aspects of labor and employee relations and performance management programs for the Library.
- The **Worklife Services Office** provides a wide-ranging array of human resources services and information to Library managers and staff, maintains an Employee Service Center that will be the principal point of contact for human resources information for Library staff, and provides counseling in the areas of benefits, retirement, and employee assistance.

FY 2005 PRIORITIES

During FY 2005, HRS will streamline the issuance of candidate lists to selecting officials; strengthen the selection process through a new merit plan; assist service units with filling positions requiring digital expertise; continue supporting the Library's goal of becoming a performance-based organization, maximizing management's discretion, strengthening productivity, and addressing poor performance and misconduct; continue enhancing core processing functions; and aid Library workforce and succession planning efforts.

FY 2006 PRIORITIES

During FY 2006, the Library and HRS will award a contract and implement a new web-based classification and staffing system. This system will meet mandatory

requirements identified by the Library's service units in August 2004, integrate with the Library's Human Resource Information System (HRIS), and enhance job analysis. HRS will also strengthen performance management by implementing a module within the HRIS that automates key elements of that process.

FY 2006 BUDGET REQUEST

The Library is requesting **\$9.596 million** for HRS activities in **FY 2006**, an increase of \$2.242 million over FY 2005. Funding includes \$583 thousand for mandatory and price level increases and \$1.659 million in program changes. Funding supports 60 FTEs, the same level as FY 2005.

PROGRAM CHANGES

\$1,659,000

Sustaining Staff Capacity

(\$ 59,000)

Because of the FY 2005 rescission, HRS reduced pay by \$-59 thousand. The Library is requesting the restoration of the \$59 thousand in FY 2006 to maintain HRS' payroll purchasing power needed to sustain staff capacity.

Central Classification & Staffing System

(\$1,600,000)

The Library is requesting **\$1.6 million in one-time funding** to procure and implement a classification and staffing system that will be fully integrated with the Library's emerging Human Resources Information System.

During FY 2004, HRS worked closely with all service units to improve the efficiency and effectiveness of the Library's position classification and staffing processes. The Library's revised Merit Selection Plan streamlines administrative tasks, reducing the time and work to fill vacancies, while improving the quality of interview pools. HRS interim guidance provides tangible evidence of these process improvements and includes allowing application narratives and writing and work samples as selection factors, eliminating candidates lacking fully acceptable experience in critical competencies/KSAs, reducing the minimum recruitment period under certain circumstances, and allowing the use of recent job analysis materials in lieu of convening a new panel.

HRS will continue to work with the service units to improve the hiring process. However, the Library's current classification and staffing system utilizes a position-description centric approach that is inconsistent with the Library's revised Merit Selection Plan. That plan redefines job analysis as the core activity driving each of the following areas: position descriptions, selection and assessment, compensation, performance management, training and development, career progression, and workforce planning. In addition, an interface does not exist between the current system and HRS' personnel action recommendation processing module. Selection information

is re-keyed into the latter system, requiring double entry and creating the potential for data inconsistencies.

To address these and other shortcomings, Information Technology Services (ITS), in partnership with HRS, invited all service units to help develop revised classification and staffing requirements. This invitation resulted in weekly meetings with service unit representatives, focus groups with management officials, HRS staff, and administrative officer personnel, and special meetings with select HRS staff. ITS circulated drafts of the requirements document for comments in June, incorporated extensive comments from service units, and released the final requirements document in July 2004 for formal approval by service unit/infrastructure heads.

A consultant is currently advising the Library as to the best approach to meet these requirements. This effort is well underway, with a final report expected in late February or early March. Pending the completion of that analysis, the consultant has estimated the implementation costs at \$1.6 million to cover professional and consultant services, system integration, software and equipment, and training.

Integration with PeopleSoft 8.8 is essential as that system will form the backbone of the Library's emerging Human Resources Information System (HRIS). HRS recently upgraded its Peoplesoft investment, via an interagency agreement with the United States Department of Agriculture (USDA). By mid-FY 2005, staff will have self-service access to Notifications of Personnel Actions processed since 1999, and emergency contact request panels. In a subsequent fiscal year, the Library will implement the system's comprehensive performance management application. Funding for the classification and staffing system is essential to building upon HRS' recent successes for the continued improvement of the Library's hiring program.

FY 2004 ACCOMPLISHMENTS

Library of Congress Goal 15:

Manage Human Capital so the Library is able to attract and maintain an outstanding workforce with the skills, resources, and dedication to deliver a range of high-quality, cutting-edge services, in all the Library's program and support areas.

During FY 2004, HRS:

- Helped managers and supervisors make over 400 competitive selections.
- Streamlined the merit selection process to reduce the time and work needed to fill vacancies, while improving the quality of interview pools.
- Strengthened Library operations by reaching numerous agreements with labor organizations, including midterm agreements on a new Multi-Year Affirmative

Employment Program Plan and renewal of the Library's Leadership Development Program.

- Trained managers and supervisors on effective labor-management relations.
- Ensured comprehensive performance management program design, training, and oversight.
- Used technology to streamline time and attendance functions in all service units.
- Expanded employee assistance services to staff.
- Developed legislation to ensure that the Library had human capital flexibilities comparable to those found in the Executive Branch and the Government Accountability Office.
- Enhanced Senior Level training, position management, and performance effectiveness.
- Implemented the foundational elements of the Library's Human Resources Information System (HRIS) via an interagency agreement with the U.S. Department of Agriculture.

Library of Congress
Library of Congress, Salaries and Expenses
Integrated Support Services
Analysis of Change
(Dollars in Thousands)

	FY 2006	
	Agency Request	FTE Amount
Appropriation, FY 2005	150.5	\$25,115
Minus: Rescission	<u>0.0</u>	<u>- 204</u>
Adjusted Appropriation, FY 2005	150.5	\$24,911
Non-recurring Costs	0	0
Mandatory Pay and Related Costs:		
Comparability pay raise 2006		241
Annualization of pay raise 2005		148
Annualization of FY 2005 FTEs	1.5	163
Within-grade increases		90
Transit Subsidy Monthly Increase to \$105		<u>5</u>
Total, Mandatory Pay and Related Costs	1.5	647
Price Level Changes	0	885
Program Increases:		
Major Ongoing Library-wide Projects:		
Facility Services Modernization	2.0	1,473
Other Projects:		
Renovation & Restoration of Jefferson/Adams Buildings ..		<u>1,515</u>
Total, Program Increases	2.0	2,988
Net Increase/Decrease	<u>3.5</u>	<u>\$ 4,520</u>
Total Budget	154	\$29,431
Total Offsetting Collections	<u>0</u>	<u>0</u>
Total Appropriation	154	\$29,431

Library of Congress
Library of Congress, Salaries and Expenses
Integrated Support Services

Summary By Object Class

(Dollars in Thousands)

Object Class	FY 2004 Actual Obligations	FY 2005 Enacted ¹	FY 2006 Request	FY 2005/2006 Net Change
11 Personnel Compensation	\$7,964	\$8,704	\$9,388	+ \$ 684
12 Personnel Benefits	1,761	1,968	2,148	+ 180
13 Benefits for Former Personnel	0	0	0	0
21 Travel	29	51	52	+ 1
22 Transportation of Things	1	2	2	0
23 Rent, Communications and Utilities	2,247	2,368	2,930	+ 562
24 Printing and Reproductions	44	53	54	+ 1
25 Other Contractual Services	8,781	10,412	12,093	+ 1,681
26 Supplies and Materials	115	144	147	+ 3
31 Equipment	1,761	1,209	2,617	+ 1,408
41 Grants	0	0	0	0
42 Insurance Claims and Indemnities	0	0	0	0
43 Interest	0	0	0	0
94 Finance Transfers	0	0	0	0
Total, Budget	\$22,703	\$24,911	\$29,431	+ \$4,520

¹ Reflects the FY 2005 Enacted level, less the rescission.

OVERVIEW

The mission of Integrated Support Services (ISS) is to provide basic administrative support services to the Library as a whole. Integrated Support Services is comprised of five offices:

- The **Logistics Services Office** accounts for, and ensures proper utilization and disposal of line items of Library property, including inventory control for Library-owned furniture and equipment; manages a reimbursable supply operation for the Library that buys common office supplies in bulk; manages a warehouse operation in Landover, MD, responsible for the receipt, storage, and delivery of materials and supplies, and for the pick-up, recycling, and disposal of surplus property.
- The **Facility Services Office** plans, designs, and provides oversight of construction, alterations, and operation of the Library's buildings and grounds on Capitol Hill and in remote locations – NW Washington, DC; Wright-Patterson Air Force Base, OH; Landover, MD; and Boyers, PA. Cooperates with the AOC in design and construction of the book storage modules at Fort Meade, MD, and the National Audio Visual Conservation Center at Culpeper, VA; provides labor support for facility operations; manages the custodial services and the food services programs; and oversees the use and operation of public meeting spaces to facilitate meetings, workshops, seminars, and receptions for public and private events.
- The **Health Services Office** develops and administers the Library's occupational health and medicine program, manages the workers compensation program, provides expert advice to the Library on public health and workforce health issues, and serves as first responder to medical emergencies.
- The **Office Systems Services Office** administers the Library's correspondence and records management program; transportation services; printing, duplication, and composition functions; and manages the contractor operation for mail and messenger services, and the loading dock.
- The **Safety Services Office** manages the Library's fire prevention, safety, environmental health, and environmental compliance programs for staff, researchers, and visitors of the Library, including development and promulgation of safety and environmental health directives; periodically reviews and analyzes the Library's injury record and redirects emphasis as necessary; provides expert advice and guidance to the agency's safety committee; conducts or directs periodic safety and environmental health evaluations of Library work places; and develops hazard abatement plans for correction of identified hazards.

FY 2005 PRIORITIES

The top priorities of ISS, in FY 2005, are to remain focused on improving the Facility Services operation by reorganizing the division's processes for greater efficiency; to continue developing and implementing customer service standards in all divisions to improve timeliness, communication, and customer satisfaction; and to continue assuring safe delivery of the Library's mail through participation on and support of the Senate-House-Library Joint Mail Management Task Force (JMT) and maintaining full communication with Library administrative offices and staff about mail operations. Specifically:

- Implement the FY 2005 facilities plan as re-prioritized by Service and Support units, including renovation and occupation of vacant spaces, consolidation of the Office of Strategic Initiatives (OSI) onto one floor, ongoing support of safety and security upgrades for the Library, planning support for the Capitol Visitor Center tunnel to the Library, planning for Copyright renovation, and monitoring and planning support for off-site facilities at Ft. Meade and Culpeper. Prepare for the FY 2006 renewal of the Library's food services contract.
- Complete the ISS Continuity of Operations Plan (COOP) and coordinate it with OSEP, and continue to support the Library's emergency preparedness; ensure smooth transition to ISS *Momentum* implementation, particularly focusing on efficient centralized management of ISS reimbursable funds; implement a centralized commuter benefits program that includes Metrochek and parking programs; implement the FY 2005 staffing plan and begin to review and revise ISS position descriptions, and develop staff performance plans.
- Assess the James Madison building dock operations and develop a management plan to assure a quick and smooth transit of material from receipt to customer deliveries; evaluate the Supply Unit business processes; develop core requirements needed in an automated warehouse management system; pro-actively manage warehouse stock, holding service units accountable for use of materials stored at Landover Center Annex; issue new directives on property and supply management that cover good stewardship of property and supplies utilized by the Library service and support units.
- Develop a copier and printing program that meets the needs of the entire Library and that is technologically balanced, cost effective, and workflow efficient; and demonstrate and validate an electronic forms management system for cost efficiency and cost avoidance to the Library.
- Organize hazardous waste disposal and expansion of the recycling program; review and approve construction/space modification plans for fire and life safety

issues; evaluate indoor air quality and other environmental health issues; expand the safety audit program; coordinate safety training with the Library of Congress Internal University (LCIU); and complete the first revision of the Automated Hazard abatement Program (AHAP).

FY 2006 PRIORITIES

Top priorities include:

- Opening of the new Kislak Exhibit; providing ongoing support to safety and security upgrades for the Library; finalizing plans for the opening of the new Capitol Visitor Center tunnel to the Library; implementing Copyright's renovation; finalizing support for off-site facilities at Culpeper; providing ongoing support for Ft. Meade complex; and awarding new food service contract.
- Negotiating the campus-wide custodial services contract; and instituting a new furniture storage method that will reduce the storage space required and provide just-in-time delivery of furniture parts.
- Installing emergency communications systems in the Library's garages, and working with the Office of Security and Emergency Preparedness (OSEP) to implement the use of hand-held entrance monitoring/screening technology.
- Implementing an automated patient management system and electronic medical records in Health Services.
- Initiation of an electronic forms management solution for the Library to reduce overall production, handling, and storage cost of paper forms; ensuring the smooth continuity of mail service during a potential vendor change; and continuing mail, transportation, and printing support to new off-site Library operations such as Ft. Meade and Culpeper.

FY 2006 BUDGET REQUEST

The Library is requesting **\$29.431 million** for ISS activities, in **FY 2006**, an increase of \$4.52 million over FY 2005. The requested increase includes \$1.532 million in mandatory and price level increases – including +1.5 annualized FTEs, and \$2.988 million and +2 FTEs in program changes. Total funding supports 154 FTEs, in FY 2006.

PROGRAM CHANGES

\$2,988,000/2 FTEs

Facility Services Modernization

(\$1,473,000/2 FTEs)

ISS Facility Services (FACS) is responsible for planning and designing current and future space needs for the Library of Congress. It develops and implements Library policy governing the structural, mechanical, and custodial care of all Library buildings – on and off Capitol Hill and at leased space. It performs interior design of furnishings for renovation and new projects, and for ergonomic workstations. In addition, the division provides Library-wide labor and support for special events. Finally, it administers the Library's food service and custodial programs.

Many of the tasks associated with these responsibilities are executed manually. While the procurement of furniture, communication with customers, and architectural designs for the Library's buildings are automated, the systems are not linked and operate on software that has not been upgraded for over a decade. Staff size has declined and financial resources have diminished, and annual requests for additional resources to address needed changes continue to be denied. The impact has been an overall decline in the unit's ability to meet its customers' expectations for facility services. This situation is compounded by dramatic expansion of the facilities workload in the past two years; a workload that will be even more demanding in the coming decade with shifts outside Capitol Hill to Ft. Meade and Culpeper and shifts on Capitol Hill as vacated space is remapped for staff, collections, and business operations.

IBM, Office of the Inspector General, and FACS management cite numerous and profound deficiencies in FACS' core business processes, its space management practices and level of resource and staff support. Equally numerous are specific recommendations that, if implemented, would correct the identified difficulties. These recommendations all share a common message: FACS must modernize to fulfill its mission.

In response to the reviews and despite insufficient resources, FACS has taken several steps to begin its modernization. Starting in FY 2003, FACS procured two systems – the Computer Aided Facility Management (CAFM) system and the Computer Aided Design (CAD) System, with funds allocated for a physical space survey to populate the systems. The procurement and ongoing upgrade of both of these systems will help move FACS from a labor intensive and tedious inefficient manual system of space review to an on-line, real time overview. FACS also instituted a Library-wide automated Request for Services system (FAST) with built-in tracking of response times. This new business process has improved service delivery and reduced complaints. Additional staff provided to FACS (from within ISS), coupled with a realignment within FACS, has helped improve the delivery of core services and requirements while providing some

relief to the expanding workload. Finally, a project evaluation model is under development to enable accurate distribution of resources for all project requests.

Despite these changes, FACS still needs additional resources to continue its modernization. As a result, ISS/FACS is requesting an additional +2 FTEs and \$1.473 million in FY 2006. The reallocation of contracted staff vs. FTEs, from FY 2005, reflects best practice applications – from lessons learned to date – that underline the need for specialized skill sets and focused innovation on an as-needed basis due to the moving requirements of FACS customers.

To be better prepared for the rapidly changing space requirements of the Library, FACS must establish integrated information systems supported by the state-of-the-art technology and efficient, flexible processes to support expanding workloads. With the help of outside expertise, ISS has developed a roadmap (from the many internal and external audits/studies) to ameliorate noted deficiencies in organizational effectiveness, work processes and procedures, staffing and financial resources. **Based on that roadmap, additional resources are required for contract support (\$1.256 million) and salaries and benefits for two additional FTEs (\$217 thousand).**

Contract support is needed to:

- Continue upgrade of the CAFM (\$207K) – funding will help support a space assignment and utilization survey.
- Conduct a physical condition survey and develop a maintenance plan for areas that are the responsibility of the Library vs. AOC (\$171K)– developing an ongoing maintenance plan will result in cost avoidance in future years.
- Provide support for specialized design services, complex project scope management, help desk development, custodial support and inspections and other support services (\$628K) – allows FACS to respond to routine and special projects quickly and with the appropriate expertise.
- Provide expert and technical support for program, system and process re-engineering (\$250K – funding is only required for 3 years).

The use of contracted staff support will supplement in-house resources with a full range of professional architecture and engineering services including project management, interior design, safety, engineering, construction administration services, and custodial support.

Additional staffing provides:

- One Space Management Program Manager (GS-14) to help integrate and oversee all facilities management information systems and to coordinate space planning and facilities management from scheduling, through project management to reporting (\$117K). The use of a space management program manager is consistent with successful space management models used by other federal agencies.
- One Fire Protection Engineer (GS-13) to provide fire and life safety compliance input into space design and configurations (\$100K). Currently the Library only has one fire protection engineer. The requirement for fire and life safety compliance in project design has contributed significantly to the workload of FACS and its ability to move projects forward, resulting in an increasing backlog of projects.

The implementation of recommendations and support of requested funding will:

- Allow the Library to meet the same industry standards practiced by other government agencies through the use of integrated, automated facilities and space management systems.
- Increase the efficiency of all space-related projects and tasks. Automation tools and baseline data will enable the Library to track trends and make strategic and tactical decisions about space use, condition, and maintenance and provide rapid and equitable adjustment of space. These same tools will also help support office space liaisons and other groups, such as emergency responders, security and IT staff, contractors, consultants, etc., by providing online access to floor plans and supporting data, providing project status reports, allowing customer input to schedule development, and ensuring immediate responses to space audits.
- Enable rotated scheduling of preventive maintenance, ensuring a well-maintained space and reducing future repair costs.
- Better facilitate the coordination of Library-wide functions by providing real-time access to storage and meeting space information.

Renovation & Restoration of Jefferson/Adams Buildings (\$1,515,000/0 FTEs)

A total of **\$1.515 M, in no-year funding**, is requested to continue the renovation and refurbishment work in the Jefferson and Adams buildings to accommodate staff and mission critical programs.

When funds were appropriated in 1987 to support the renovation and restoration of the Thomas Jefferson and John Adams buildings, approximately \$15 million in no-year dollars were allocated to the Library to support refurbishing and furnishing of reading rooms, exhibit areas and staff areas in both buildings. In 1994, the Architect of the

Capitol completed the interior renovation of the Thomas Jefferson and John Adams buildings, making them available for “beneficial use” and interim occupancy work. At that time, furnishing of public spaces and reading rooms was the Library’s highest facility priority. Facility Services focused its work on these areas so they would be operational in time for the buildings’ public reopening in 1997. Most staff and support areas were also occupied in 1997, some on an interim basis. Those areas that were not occupied, or occupied on an interim basis, were to be furnished with Renovation and Restoration (R&R) funds over time, according to the Library’s mission and operating requirements.

Following the public reopening of the Thomas Jefferson building in 1997, Facility Services continued working on R&R projects, but has not been able to refurbish all of the renovated space. During this time, Facility Services experienced a significant increase in project workload including the new National Audio-Visual Conservation Center (NAVCC) in Culpeper, Virginia; new Library buildings at Ft. Meade, Maryland; and mission critical facility projects in the James Madison Building for the Congressional Research Service, Human Resources Services, the Librarian’s Office, the National Digital Library (NDL), and the Congressionally funded, multi-year James Madison Furniture Replacement Project for ergonomic upgrades. The Congressional Accountability Act of 1997 and building inspections conducted by the Office of Congressional Compliance emphasized the requirement for fire and life safety compliance and have contributed significantly to Facility Services overall workload and ability to implement projects. Implementing R&R projects compliant with the new, more stringent building codes and Occupational Safety and Health Administration (OSHA) standards also increased costs beyond original estimates. A dramatic increase in the cost of materials, furnishings and services reflect the impact of inflation since formulation of the original budget in the Furniture and Furnishings 1987 appropriation.

The Library is committed to completing R&R work in the Thomas Jefferson and John Adams buildings to accommodate staff and mission critical programs. Based on most recent cost estimates, the Library needs \$1.515 million, in FY 2006 to implement six high priority projects. Specifically, funding requested will:

- Support purchase of office furniture, special purpose furniture and equipment, lighting, and carpet.
- Sustain the historic furniture restoration program.
- Procure furniture installation services.
- Fund interior design and project support services as needed.

The following table indicates vacant space or space occupied on an interim basis in the Jefferson and Adams Buildings that still needs to be furnished and made fully

operational. Furniture costs have been updated to reflect current program requirements and required occupancy, and have been prioritized with input from Library Services.

PRIORITIZED LIST OF FY 2006 R&R PROJECTS				
Priority	Program Office	Location	Area SF	Budget
1	Interpretive Programs Office	LA G25, G31	4,380	\$233,434
2	Collections Access, Loan and Management	LJ G01A, G01C, G02, G05-06	6,534	\$352,216
3	Local History and Genealogy	LJ G41	2,326	\$153,835
4	Catalog Distribution Services	LA 2 nd Floor South Curtain	7,982	\$403,714
5	Science, Technology and Business	LA 5 th Floor Study Rooms	2,993	\$318,602
6	TJB Visitor Services Office - Docents	LJ G57	650	\$53,199
Total FY 2006 R&R Projects >			24,865 SF	\$1,515,000

Funds remaining in the R&R account at the end of FY 2004 (\$921K) have been committed to projects approved in the FY 2005 Facility Projects Plan. Funds requested in FY 2006 will augment the R&R budget sufficiently to complete six of twelve remaining project areas. Additional funding may be requested at a later date to complete other outstanding R&R projects.

Maximizing the available space is a priority of the Library. Additional funding to complete the renovation and refurbishment of areas in the Thomas Jefferson and John Adams buildings will provide much needed space for staff and programs.

FY 2004 ACCOMPLISHMENTS

Library of Congress Goal 16:

Create an environment that supports delivery of superior service to the Congress and the American people through effective communication and management of business and supporting processes and financial resources, and that provides a safe and healthy workplace.

- Managed the Library's parking program, which received and processed 1,604 staff parking applications that accommodated staff for eight different work shifts; received

- 2,395 official guest/visitor requests and maintained a same-day confirmation response standard, typically within an hour of the request.
- Developed and implemented customer service standards in all divisions, focusing on process and service improvement programs, particularly in the areas of communication and timeliness in the provision of services to Library service/support unit operations.
- Increased efficiency of customer service and satisfaction by implementing two new automation systems using the *Remedy* database program: the FAST system for Library-wide facilities-related requests for service and the AHAP system for recording and tracking hazard abatements.
- Evaluated implementation of small facility projects and re-engineered the process to reduce by approximately 75 percent the time required to complete small projects and to achieve substantial cost avoidance by the Library in the area of clerical and administrative support.
- Initiated management review of the Library's smoking policies and practices as stated in LCR 1817-7, and recommended to Library management the elimination of smoking from all of the Library's buildings and vehicles. This recommendation was accepted and will be implemented in FY 2005.
- Provided acute and emergency treatment to approximately 7,675 walk-in staff members and visitors, responded to 75 medical emergencies (18 life-threatening).
- Administered 3,479 flu vaccines and 27 pneumonia vaccines.
- Sponsored 8 health forums, including a two-day wellness fair featuring 40 health-related service providers.
- Managed the Workmans' Compensation Program and decreased the Library's charge-back costs by 18 percent, approximately \$117 thousand less than previous year charges.
- Prepared four Safety Directives.
- Coordinated, with LCIU, the development of an agency-wide mandatory safety training plan according to agency-wide needs assessment.
- Tracked high-security mail processing for all Library offices, including representing the Library on the JM) to implement extraordinary protocols related to mail testing and delivery and to refine mail shipment and distribution changes on Capitol Hill;

amended FY 2004 Memorandum of Understanding with House, Senate, and Library to incorporate the enhanced security protocols for all 1st class mail that went into effect in February 2004, following the Ricin attack in the Senate; submitted MOU Addendum for the House, Senate, and Library for FY 2005 continuation of support for co-located mail operations; fully implemented new Library-wide procedures for secure receipt, testing, and delivery of commercial courier and messenger deliveries to the Library; and received and distributed safely over 170 thousand pieces of mail per month (including packages, and USPS letters, flats, and accountable mail), a volume of over 2 million pieces per year.

- Supported the Library's day-to-day printing needs and numerous special events and, in addition to providing technical assistance in writing specifications for printing, provided 2,604 estimates for in-house printing which resulted in 2,525 actual orders; managed the administrative copier program through which users made over 14 million copies/impressions, at an average cost of \$.08 per copy.
- Processed 979 cubic feet of Library records for temporary storage, including transfers, logging into databases, labeling, files recording, and disposition/destruction coding per the Library of Congress Records Schedule; responded to over 200 records management inquiries from Library and Congressional staff, answered 37 Freedom of Information Act requests within a 10-day window, processed over 300 forms reprint requests, and designed or revised 18 forms.
- Managed a reimbursable supply operation so the Library can buy commonly used office supplies in bulk to take advantage of volume pricing; filled 2,125 supply requisitions with total sales of almost \$763 thousand; and utilized inventory management software to develop a new online supply catalog for Library staff customers.
- Picked-up and delivered to Library buildings more than 34,300 items, including furniture and equipment.
- Recycled 510 tons of paper.
- Completed a 26,000 square foot programming, design and procurement for the OSI expansion to accommodate 120 new incoming staff; and the allocation of space to accommodate Library Services and OSI moves.
- Continued with renovation of the James Madison building loading dock administrative areas and completed removal of asbestos flooring from these areas.
- Provided planning support for the Capitol Visitor Center tunnel, and for additional off-site facilities at Ft. Meade, Culpeper, and the Copyright Office relocation.

- Managed over 4 million square feet of rental space housing collections, equipment and supplies.
- Processed approximately 1,800 requests for facility-related services, 279 purchase requisitions, and 184 ergonomic evaluation reports on behalf of all the Library's service and support units.
- With a budget of \$1 million, designed and purchased 285 workstations (135 full and 150 partial upgrades) and began workstation installation in CRS.
- Managed the contract to feed over 695,000 patrons in four commercial food facilities— 3 in the James Madison Building, 1 in the John Adams Building.
- Supported 221 special Library events, 177 hosted by members of Congress and 43 by the Office of the Librarian, including the 4th National Book Festival, James Madison National Council events, the Senate Republican conference, and the Congressional Black Caucus receptions.

Library of Congress
Library of Congress, Salaries and Expenses
Security and Emergency Preparedness
Analysis of Change
(Dollars in Thousands)

	FY 2006	
	Agency Request	
	FTE	Amount
Appropriation, FY 2005	162	\$21,020
Minus: Rescission	<u>0</u>	<u>- 168</u>
Adjusted Appropriation, FY 2005	162	\$20,852
Non-recurring Costs	0	0
Mandatory Pay and Related Costs:		
Comparability pay raise 2006		351
Annualization of pay raise 2005		216
Within-grade increases		133
Transit Subsidy Monthly Increase to \$105	<u> </u>	<u>2</u>
Total, Mandatory Pay and Related Costs	0	702
Price Level Changes	0	117
Program Increases:		
Major Ongoing Library-wide Projects:		
Emergency Preparedness		746
Sustaining Staff Capacity:		
Restoration of FY 2005 Pay Rescission		162
Other Projects:		
Police Staffing	<u>45</u>	<u>4,097</u>
Total, Program Increases	45	5,005
Net Increase/Decrease	<u>45</u>	<u>\$ 5,824</u>
Total Budget	207	\$26,676
Total Offsetting Collections	<u>0</u>	<u>0</u>
Total Appropriation	207	\$26,676

Library of Congress
Library of Congress, Salaries and Expenses
Security and Emergency Preparedness

Summary By Object Class

(Dollars in Thousands)

Object Class	FY 2004	FY 2005	FY 2006	FY 2005/2006
	Actual Obligations	Enacted ¹	Request	Net Change
11 Personnel Compensation	\$11,851	\$12,543	\$16,159	+ \$3,616
12 Personnel Benefits	2,314	2,492	3,325	+ 833
13 Benefits for Former Personnel	0	0	0	0
21 Travel	66	80	141	+ 61
22 Transportation of Things	0	1	1	0
23 Rent, Communications and Utilities	49	61	62	+ 1
24 Printing and Reproduction	29	34	35	+ 1
25 Other Contractual Services	3,575	4,405	4,910	+ 505
26 Supplies and Materials	113	154	488	+ 334
31 Equipment	2,645	1,082	1,555	+ 473
41 Grants	0	0	0	0
42 Insurance Claims and Indemnities	0	0	0	0
43 Interest	0	0	0	0
94 Finance Transfers	0	0	0	0
Total, Budget	\$20,642	\$20,852	\$26,676	+ \$5,824

¹ Reflects the FY 2005 Enacted level, less the rescission.

OVERVIEW

The Library's Office of Security and Emergency Preparedness (OSEP) mission is to: provide and maintain security of Library staff and visitors; safeguard Library facilities, collections, assets, and information; maintain personnel security and suitability programs; execute an investigations program responsible for criminal, civil, and administrative investigations involving violations of laws and regulations affecting Library programs and operations; and manage the Library's Emergency Preparedness Program.

The Director of OSEP is the Library's principal representative on all security and emergency preparedness matters and serves as the chair of the Library's Collections Security Oversight Committee and the Emergency Management Team. The OSEP consists of the following five divisions:

- **Protective Services**
 - The **Library of Congress Police** are responsible for protecting the life, property, and civil rights of staff and visitors by maintaining law and order, and for protecting Library property and collections.
 - The **Electronic Security Section** is responsible for analyzing and evaluating requirements for electronic security applications, developing electronic security system designs, and overseeing system installations.
 - The **Physical Security Section** is responsible for assessing the effectiveness of the Library's physical security systems, devices, procedures, and methods used for safeguarding information, property, and materials, and assisting Library managers in maintaining control of their work space and collections materials.
- **Personnel Security Office**
 - Administers the Library's personnel security and suitability programs.
 - Initiates and adjudicates background investigations to determine suitability of employees and contractors as well as determines security clearance eligibility of individuals requiring access to classified national security information.
 - Maintains the reinvestigation program.
 - Conducts defensive security briefings and debriefings.
 - Provides clearance certifications for agency employees and visitors who require access to classified information; in conjunction with Protective Services Division, establishes policies and procedures for indoctrinating and training cleared personnel in the safeguarding of classified information.

- Issues and maintains the *Library of Congress National Security Manual*.

- **Investigations**

- Conducts criminal, civil, and administrative investigations involving violations of laws and regulations affecting Library of Congress programs and operations, including collection thefts and mutilation.

- **Emergency Preparedness**

- Manages the Library's Emergency Preparedness Program, which includes, but is not limited to, staff training exercises, plan review, and incident response and recovery.
- Manages the Library's Emergency Management Center.
- Coordinates with Library managers and outside agencies on emergency preparedness.

- **Program Management**

- Performing all of the administrative functions that support the office, such as budget planning, formulation, and execution; personnel management, logistics, and training; technical writing; and special assignments.

- **FY 2005 - 2006 PRIORITIES**

OSEP's priorities are to:

- Continue to improve the physical security of the Library through the sustained implementation of the Library's Security Enhancement Implementation Plan.
- Continue the implementation of the Library's collections security controls through an updated integrated schedule of actions addressing policy and standards, operations, security awareness, and resources.
- Continue to provide professional and timely security investigations and services pertaining to physical security, criminal investigations, background investigations, and other police/security events critical to the accomplishment of the Library's mission.
- Continue to improve the Library's Emergency Preparedness program through the continued development and implementation of Shelter-in-Place (SIP) and Continuity of Operations (COOP) plans.

FY 2006 BUDGET REQUEST

A total of **\$26.676 million** is requested for the Office of Security and Emergency Preparedness in **FY 2006**, an increase of \$5.824 million over FY 2005. Funding includes \$819 thousand for mandatory and price level increases and \$5.005 million for program changes. The requested funding supports an additional 45 police positions/FTEs for a total of 207 FTEs requested in FY 2006.

PROGRAM CHANGES

\$5,005,000/45 FTEs

Emergency Preparedness

(\$ 746,000/0 FTEs)

In consultation with the Emergency Preparedness Teams of the House, Senate, and U.S. Capitol Police, and in coordination with representatives from other Library Service Units, OSEP began planning for Continuity of Operations (COOP) and Shelter-in-Place (SIP) contingencies in the event of a catastrophic emergency. This request identifies resources needed to allow the Library to continue critical operations in the event of a catastrophic emergency and to provide adequate protection and supplies, for up to twelve hours, for staff to shelter-in-place. The request is organized into four categories: COOP, SIP, CERT teams and Medical Supplies.

A total of \$326 thousand is requested to support the COOP and SIP functions as follows:

- **Continuity of Operations:** COOP functions include moving to an alternate location in order to perform essential work functions. Once these functions are identified and the plan is developed, the plan must be exercised by conducting field training and table top exercises, as required by Federal Preparedness Circular 65. Testing, training, and exercising of COOP capabilities are essential to assessing, demonstrating, and improving the ability of agencies to execute their COOP plans and programs. Requested funding supports consultant services and training to complete this initiative.

- **Shelter-in-Place (SIP):** SIP may be required if it is not safe for employees, visitors, guests, and contractors to be outside the buildings. Safety items are needed to ensure Library personnel are safe and have the needed supplies and equipment to effectively perform SIP. OSEP, in coordination with 113 Library Office Emergency Coordinators (OEC's), have identified over 200 SIP locations within the three Library buildings on Capitol Hill. The supplies and equipment requested will be apportioned, packed and stored at each one of these identified SIP locations. Included in these secured containers will be crank AM/FM radios, portable toilets and related chemicals, water, protein bars, lanterns, batteries, and blankets. Again, training and testing exercises will be critical to ensure the efficient execution of the SIP plans. Library staff will be better prepared mentally and physically if they know and understand the location of the SIPs and the supplies available within the SIP.

Radios will be used by Floor Wardens and area monitors to communicate with the Office of Security Emergency Management Center and the Police Communications Center (PCC) during drills and emergencies. This will ensure the safety of Library personnel and enable OSEP to communicate effectively with the PCC in the event of an emergency. In addition, it will effectively and efficiently track the number of personnel in areas of refuge and their exact location. Blackberry's will be used by key Emergency Preparedness support personnel to receive messages, via the email function, from U.S. Capitol Police and the Police Communication Center both during and after normal business hours that affect the Library of Congress and its assets. This is especially important during emergency situations when essential employees are away from their computers.

In addition, the following resources are needed to support the COOP and SIP initiatives:

- Training is needed by OSEP personnel and other Emergency Preparedness support personnel to keep abreast of the latest issues, procedures, and techniques associated with the multiple facets of emergency preparedness.
- Consultant services are needed to assist with the development, facilitation, and evaluation exercises surrounding the Library's COOP planning and SIP drills. Deliverables will include exercise plans, control staff, written instructions, data collection tools, observation reports, and after action reports. Each exercise finding will be tracked to completion and findings will be used in the design of future exercises to validate corrective actions taken and ensure that recurring deficiencies do not occur.
- Evacuation signage and luminescent tape to ensure the safety of Library personnel.
- Eleven new model stairchairs with a "tri-wheel" assembly to enable two individuals to move an injured person on level surfaces, over obstacles, as well as up and down the stairs without physically having to lift the individual. These new stairchairs will be placed on the upper floors.

A total of \$420 thousand is requested for emergency medical supplies, equipment and Community Emergency Response Team (CERT) preparedness.

- **CERT Teams:** A CERT is comprised of volunteers who assist in major medical emergencies or mass casualty situations, where usual responders would be overwhelmed and there would be a delay in a timely response from those who would normally respond. Funding supports training and manuals to ensure the CERT is prepared to respond to emergencies. Funding will also provide supplies, equipment, and communication devices (two-way portable radios) to ensure that the CERT has the correct equipment and supplies to work with in order to effectively respond to and treat personnel in emergencies.

- **Medical Supplies:** Funding is requested to provide medical supplies to be pre-positioned in a location other than the clinic in the event that the clinic is not accessible during an emergency. Among the supplies to be pre-positioned are automatic external defibrillators (AED's). A detailed list of supplies is available upon request.

Sustaining Staff Capacity

(\$ 162,000/ 0 FTEs)

Because of the FY 2005 rescission, the OSEP reduced pay by \$-162 thousand. The Library is requesting the restoration of the \$162 thousand in FY 2006 to maintain OSEP's payroll purchasing power needed to sustain staff capacity.

Police Staffing

(\$4,097,000/45 FTEs)

The police staffing request is a continuation of the FY 2004 hiring initiative, which identified a police staffing shortfall of 85 privates, 13 sergeants, and two lieutenants over the current 136 authorized police FTEs, within the OSEP.

The FY 2004 enacted appropriation provided 23 additional Capitol Police FTEs (privates), to be assigned to the Library of Congress.

In FY 2006, the Library is requesting funding for **39 privates, five sergeants, and one lieutenant**, with the remaining 23 privates, eight sergeants, and one lieutenant funded in FY 2007.

Pursuant to Public Law 105-277, the Library of Congress Security Enhancement Implementation Plan resulted in an expansion of the Library of Congress Police Force. However, since the September 11, 2001, terrorist attacks, the Library has experienced an unprecedented challenge to provide additional security measures to protect its facilities, staff, researchers, visitors, and collections while remaining an open and accessible institution. Since September 11, the Library police force has struggled to meet minimum staffing requirements. The renewed terrorism threat has resulted in establishment of unanticipated additional police posts and staffing argumentation for existing posts. Without additional police resources, the Library faces a situation of major cutbacks in police services, e.g., closing of some building entrances, reduction of post hours, inability to support many special events and dignitary protection details, and support for emergency contingencies and building evacuations.

The OSEP FTE ceiling is 162 FTEs, of which 136 FTEs are authorized for police positions. Currently, the total annual man-hours required to staff posts is 276,931. In order to meet the minimum staffing requirements, an additional 62 police private FTEs are required— 39 for FY 2006 and 23 for FY 2007. The number of required private FTEs is calculated by dividing the number of minimum man-hours needed to meet annual staffing requirements by 1,572 (the average number of hours an officer is available for duty per year) — 276,931 man-hours divided by 1,572 available hours per officer equals 176 private FTEs. The current authorization for private FTEs is 114.

Therefore, an additional 62 private FTEs are required to fulfill minimum staffing. Fifteen additional management/supervisors (sergeants and lieutenants) are needed to facilitate a span of control which will promote an efficient and effective discharge of duties and responsibilities, of which six positions (five sergeants and one lieutenant) will be filled in FY 2006. The costs associated with these additional FTEs are reflected on the following page.

The police staffing increase will result in:

- Staffing of three new and five enhanced fixed exterior posts at locations surrounding the Thomas Jefferson, John Adams, and James Madison Buildings for new police shelters controlling pop-up vehicle police barriers.
- Attainment of minimum staffing levels, at all public building entrances, to insure officer safety.
- Decrease of police officer overtime to 10-15 percent above the standard 40-hour workweek.

To support the aforementioned enhanced security measures, additional police staffing is required. Disapproval of the FY 2006 police staffing increase request would result in:

- Inability to staff newly installed exterior police shelters with controls to operate vehicle pop-up barriers.
- Unsafe staffing levels at building entrances and at current exterior access control points, e.g., garages, loading docks.
- Further reduction of police interior patrols, thereby, placing the collections at risk to frequent environmental hazards.
- Elimination of dedicated exterior patrols, for three principal buildings.
- Pressure to increase police overtime, to meet minimum staffing.
- Shut-down of selected police posts.
- Inability to fulfill requests for police support of Library special events— 3,539 hours were provided in FY 2003 and 7,127 hours were provided in FY 2004.

POLICE STAFFING

Pay:

<u>Position</u>	<u>Number of FTEs</u>	<u>Salary</u>	<u>Benefits</u>	<u>Total Cost</u>
Private	39	\$1,865,487	\$527,943	\$2,393,430
Sergeant	5	306,155	86,640	392,795
Lieutenant	1	72,208	20,435	92,643
Overtime		540,180	6,525	546,705
Differential Pay		101,400	1,470	102,870
Transit Subsidy			56,700	56,700
Subtotal Pay	45	\$2,885,000	\$700,000	\$3,585,000

Non-Pay:

<u>BOC</u>				
2101	Mandatory Travel (\$1,500 per x 39 = \$58,500)			\$ 59,000
2515	Serv of Other Agencies (FLETC Instructors)		\$39,130	
2520	Tuition and Training (\$2,500 x 39)		97,500	
2540	Security Investigations (\$3,150 x 39)		122,850	
2565	Cleaning & Laundering (\$300 x 45)		13,500	
	Subtotal, OC 25			273,000
2604	Uniforms (\$2,000 x 45)		90,000	90,000
3146	Security Equipment (\$2,000 x 45)		90,000	90,000
Subtotal Non-Pay				\$ 512,000

Total FY 2006 Request **\$4,097,000**

FY 2004 ACCOMPLISHMENTS

Library of Congress Goal 18:

Provide effective security and emergency planning for the Library's staff and visitors, collections, facilities, and other assets.

- Managed emergency preparedness activities, which included training office emergency coordinators, floor wardens, and zone monitors; and training staff in the use of escape hoods, building evacuation, and the use of stair chairs in assisting disabled persons. The program also included incident command, shelter in place, and table top command post exercises, all of which were part of the training objectives.
- Updated the Employee Emergency Action Guide (EEAG), and initiated further development of COOP and Business Recovery Planning as part of the Emergency Preparedness Program. Coordinated with the Library's Office of Strategic Initiatives on a Library enterprise-wide emergency preparedness web site. Emergency preparedness information will be placed on this web site for the immediate retrieval by Library staff. The site is anticipated to be operational by June 2005.
- Conducted three Town Hall Meetings on emergency preparedness topics. Let a design contract for a new Library Public Address System – through Northrop-Grumman TASC. The design concept is comparable to that in the House and Senate office buildings.
- Began construction on the Library's new Emergency Management Center (EMC), which is being built in the former Madison Building police communications center. Construction of the EMC is anticipated to be completed in early 2005. The EMC will be directly tied to the new PCC in the Thomas Jefferson Building, ensuring enhanced communication throughout the Capitol complex and beyond. Communication between OSEP and the U.S. Capitol Police was further improved through the use of emergency communication devices including Blackberry wireless communication devices.
- The 1999 Library of Congress Security Enhancement Implementation Plan continued to move forward under the project engineering management of the Space and Naval Warfare Systems Center (SPAWAR). Consolidated the Library's two police communications centers, the new consolidated PCC, integrating the Library's upgraded intrusion detection and security monitoring systems, became operational in July 2003. Final PCC construction was completed in mid-2004, with the expansion of the security equipment room and addition of a manager's office. Installation of the new upgraded intrusion detection and security monitoring systems is expected to be completed by early 2005. Efficiencies and effectiveness of police communications are continuously improved as more state-of-the-art security systems come on line. The OSEP had an uninterrupted power source (UPS) room built and ordered

- equipment to support the PCC in the event of a loss of power. The UPS room became operational in January 2004. The police break room and the female officer locker room are planned to be relocated to accommodate construction of the underground tunnel connecting the Thomas Jefferson Building and the Capitol Visitor Center. The police facilities are expected to be completed in March 2005.
- The majority of building lobby upgrades – including construction, installation of new security systems, and permanent installation of screening devices – was completed in mid-2004. Delivery of the police lecterns and associated security systems for the lobbies was completed in early 2004. Work to expand entry and perimeter security, also scheduled to be completed in FY 2004, has been delayed due to AOC funding issues. Work is now projected to be completed by March 2005.
 - The design for the perimeter closed-circuit television (CCTV) cameras for the Library campus was completed in April 2004. All the CCTV camera monitoring was switched over to the PCC in mid-2004. The Thomas Jefferson Building's southwest and northwest front driveway vehicular entrance and exit security features were completed, and Library police began staffing the new police kiosks in October 2003. Installation of reinforced barrier walls at the southeast corner of the Thomas Jefferson Building was completed, and that for the northeast corner was completed in January 2004. The James Madison Building perimeter security construction on the First Street, S.E., garage ramp security enhancements was completed in March 2004. The John Adams Building construction was anticipated to begin in early 2004, pending completion of the Folger Shakespeare Library alley waterproofing project. The bollards installation on the John Adams perimeter are approximately 50 percent complete, with completion expected by June 2005.
 - Monitoring the effectiveness of staff security practices and enhancing staff security awareness were significant ongoing initiatives led by OSEP in collaboration with the CSOC throughout FY 2004. A two-year cycle of Site Assistance Visits (SAVs) to ninety divisions. Two-person teams conduct the SAVs with two weeks' notice; on each SAV, a physical security expert is joined by a librarian. SAV findings are reported to the OSEP director and to the chief of the division inspected. The OSEP has found that the SAVs, over time, significantly enhance security practices of the Library's staff members. Areas that continued to improve over the past twelve months include the proper display of Library identification badges; timely charging of books; and enhanced control over keys and generic electronic access cards. Moreover, division chiefs were frequently requesting tailored briefings and follow-up assistance visits from Protective Services.
 - The security web sites designed by OSEP and the CSOC for patrons and staff continued to enhance security awareness. In FY 2004, the patron web site averaged about 9,800 hits monthly. Patron complaints over the pervasive nature of security controls in place have continued declining as an increasing number of new visitors and researchers come better prepared to use the Library's resources. The staff web site averaged 680 hits monthly. As of the end of FY 2004, the total number of hits for the patron web site since inception (November 5, 2001) was more than 350,800

- hits; that for the staff web site since inception (July 22, 2002) totaled more than 13,600 hits.
- Maintenance and repair procedures were formalized, ensuring the reliability of newly installed Natsatka barriers. Coordinated radio frequency allocation issues as authorized by the National Telecommunications and Information Administration, Department of Commerce, including the phase-out of frequency allocations expiring in January 2008.
 - Coordinated the continued build-out of intrusion detection and electronic access control systems with the AOC, Library facilities management, and associated contractor personnel. Determined appropriate radio and radio channel procedures for Library emergency floor wardens, and addressed automation requirements for contractors supporting the OSEP's Emergency Preparedness Division. Coordinated the installation of major upgrades for electronic and physical security controls, reducing vulnerability of the James Madison Building loading dock.
 - Using Library Security Officers, employed through the Securiguard contract, stopped fifteen researchers over the past twelve months attempting to exit the Manuscript Division's Reading Room with original materials.
 - Continued serving as integral members of teams planning construction of the Library's National Audio-Visual Conservation Center in Culpeper, Virginia; replaced analog recorders for all cameras at the Landover Center Annex with digital recorders; and customized emergency entrance procedures for the host installation's fire and police departments at the High-Density Storage Facility at Fort Meade, Maryland.
 - The LC Police continued to provide the appropriate level of security with the minimum amount of disruption to normal Library operations during special events for statutory protectees; elected local, state, and national officers; domestic and foreign dignitaries; and heads of state. In FY 2004, the LC Police provided efficient and timely law enforcement support for 188 special events, of which seventy-one were hosted by the Congressional leadership, twelve were state or official visits (including those by foreign heads of state), and 105 were Library-sponsored events, including the James Madison National Council events and exhibit openings held in the Library's buildings.
 - Participated as a member of the Metropolitan Washington Council of Governments and the Federal Bureau of Investigation's Joint Terrorism Task Force, bringing together law enforcement agencies to share information (sensitive or intelligence) and encourage the same level of heightened vigilance to combat crimes and threats to our national security.
 - Administered Library background investigations— 717 in FY 2004, provided clearance certifications for staff and visitors, delivered defensive travel briefings to Library staff traveling overseas to countries presenting specific security concerns, and provided advice and guidance on personnel security matters to staff and management.

- In FY 2004, investigative activity showed:
 - Thirty-three investigations related to reports of suspected theft and mutilation of collection material— twenty-eight of those inquires were closed.
 - Thirty-one investigations related to theft of government property and violations of Library regulations— twenty-one of them were closed.
 - Recovered \$6.8 thousand in stolen Library property, \$6.5 thousand in stolen checks, and \$3.7 thousand in restitution for misappropriated Library property.
 - Supported the conviction of a Library contract employee; the arrest of a theft suspect; and the removal of two employees for misconduct. The office's investigations also prompted the resignation of two employees.
 - Initiated the following proactive projects: fraud awareness training for the Library's Contracting Officer's Technical Representatives (COTRs); Workers' Compensation fraud detection; Internet crimes detection; and theft detection using Internet resources. Also provided technical support to management-initiated administrative inquiries.

Library of Congress Copyright Office, Salaries and Expenses

Analysis of Change (Dollars in Thousands)

	FY 2006	
	Agency Request	Amount
	FTE	
Appropriation, FY 2005	530	\$53,611
Minus: Rescission	0	- 429
Adjusted Appropriation, FY 2005	530	\$53,182
Non-recurring Costs:		
CARP Program reduction	- 3	- 1,872
CRJ Program realignment	—	- 540
Total, Non-recurring Costs	- 3	- 2,412
Mandatory Pay and Related Costs:		
Comparability pay raise 2006		842
Annualization of pay raise 2005		518
Within-grade increases		317
Transit Subsidy Monthly Increase to \$105	—	22
Total, Mandatory Pay and Related Costs	0	1,699
Price Level Changes	0	261
Program Increases:		
Unfunded Mandates:		
Copyright Royalty Judges Program	3	1,300
Major Ongoing Projects:		
Copyright Re-engineering		4,000
Sustaining Staff Capacity:		
Restoration of FY 2005 pay rescission	0	161
Total, Program Increases	3	5,461
Net Increase/Decrease	0	\$ 5,009
Total Budget	530	\$58,191
Total Offsetting Collections	0	-30,657
Total Appropriation	530	\$27,534

**Library of Congress
Copyright Office, Salaries and Expenses**

Summary By Object Class
(Dollars in Thousands)

Object Class	FY 2004 Actual Obligations	FY 2005 Enacted ¹	FY 2006 Request	FY 2005/2006 Net Change
11 Personnel Compensation	\$29,499	\$30,562	\$32,295	+ \$1,733
12 Personnel Benefits	6,766	7,440	7,849	+ 409
13 Benefits for Former Personnel	60	63	63	0
21 Travel	208	374	380	+ 6
22 Transportation of Things	9	41	41	0
23 Rent, Communications and Utilities	739	2,338	6,400	+ 4,062
24 Printing and Reproduction	565	656	654	- 2
25 Other Contractual Services	5,772	6,132	4,758	- 1,374
26 Supplies and Materials	319	384	395	+ 11
31 Equipment	349	5,190	5,354	+ 164
41 Grants	0	0	0	0
42 Insurance Claims and Indemnities	0	0	0	0
43 Interest	0	2	2	0
94 Finance Transfers	0	0	0	0
Total, Budget	\$44,286	\$53,182	\$58,191	+ \$5,009

¹ Reflects the FY 2005 Enacted level, less the rescission.

Library of Congress Copyright Office, Salaries and Expenses

Estimated Value of Materials Transferred to the Library of Congress in FY 2004

(Dollars in Thousands)

Category of Work	Registered	Non-	Total	Average	Value of
	Works	Registered Works	Works Transferred	Unit Price	Works Transferred
Books ¹	164,643	74,539	239,182		\$12,402
<i>Ink Print</i>	142,359	43,677	186,036	\$59.80	[11,125]
<i>Electronic Works (ProQuest)</i>	19,814	19,404	39,218	3.82	[150]
<i>Microfilm</i>	2,470	11,458	13,928	80.95	[1,127]
Serials ²	243,554	439,876	683,430		11,317
<i>Periodicals</i>	217,129	399,500	616,629	29.08	[10,759]
<i>Ink Print Newspapers</i>	23,138	37,200	60,338	0.97	[35]
<i>Microfilm Newspapers</i>	3,287	3,176	6,463	80.95	[523]
Computer-related works	7,849	2,981	10,830		2,978
<i>Software</i>	2,747	246	2,993	26.86	[81]
<i>CD-ROMs</i>	1,570	2,735	4,305	673.00	[2,897]
<i>Printouts</i>	3,532	0	3,532	<i>Indeterminate value</i>	
Motion Pictures ³	12,227	1,842	14,069		7,320
<i>Videotapes</i>	11,592	1,820	13,412	85.00	[1,140]
<i>Feature Films</i>	635	22	657	9,406.00	[6,180]
<i>Music</i>	48,530	1,474	50,004	34.02	1,701
<i>Dramatic Works, Choreography, and Pantomimes</i>	1,115	0	1,115	59.80	67
<i>Other Works of the Performing Arts</i>	87	0	87	34.02	3
<i>Sound Recordings</i>	29,524	2,817	32,341	13.81	447
<i>Maps</i>	1,563	21	1,584	34.96	55
<i>Prints, Pictures, and Works of Art</i>	5,726	193	5,919	28.25	167
Total	514,818	523,743	1,038,561		\$36,457

¹ 60 percent of "Books" are selected for the collections; 40 percent are used for the Library's exchange program.

² 60 percent of "Serials" are selected for the collections, except in the case of microfilm newspapers, of which 100% are selected.

³ Includes 36 copies selected by the Library under motion picture agreements.

Library of Congress Copyright Office, Salaries and Expenses

Receipts and Obligations - FY 2001 - 2006

(Dollars in Thousands)

	2001	2002	2003	2004	2005 Estimate	2006 Estimate
--	------	------	------	------	------------------	------------------

Receipts:

Offsetting collections	\$21,759	\$19,684	\$23,170	\$23,790	\$26,765	\$26,481
Royalties credited to Licensing appropriation from Cable, Satellite and DART	3,261	3,396	3,515	3,515	3,732	3,875
Royalties credited to CARP appropriation from Cable, Satellite and DART	1,116	742	1,468	1,468	2,712	301
Estimated value of materials selected by the Library	31,857	31,296	33,750	36,457	38,279	40,193

Total Receipts	\$57,993	\$55,118	\$61,903	\$65,230	\$71,488	\$70,850
-----------------------	-----------------	-----------------	-----------------	-----------------	-----------------	-----------------

Obligations:

Salaries	\$29,830	\$31,375	\$33,600	\$36,325	\$38,065	\$40,207
Other Obligations	6,837	6,282	9,972	7,961	15,117	17,984

Total Obligations	\$36,667	\$37,657	\$43,572	\$44,286	\$53,182	\$58,191
--------------------------	-----------------	-----------------	-----------------	-----------------	-----------------	-----------------

RATIO of Receipts to Obligations	158%	146%	142%	147%	134%	122%
---	-------------	-------------	-------------	-------------	-------------	-------------

OVERVIEW

The Copyright Office (CO) has three major budgetary activity areas in copyright law: Basic, Licensing, and Copyright Arbitration Royalty Panels. Functions include:

- Processing claims for registration, documents for recordation, and works deposited under the mandatory deposit provisions of the Copyright Act; creating public records of these actions; and providing copies of deposited works for the Library's collections.
- Assisting congressional committees in drafting and analyzing legislation related to intellectual property; providing expert copyright advice to the Congress, the executive branch, the judiciary; and providing information to government agencies, the public, and other customers on domestic and international copyright laws.

- Administering the statutory licensing provisions of the Copyright Act, title 17 of the United States Code; collecting royalty fees annually from cable television systems, importers and manufacturers of digital audio recording equipment and media, and from satellite carriers who retransmit copyrighted television broadcasts across the United States as well as distributing these royalties; and convening Copyright Arbitration Royalty Panels (CARPs) to adjust satellite royalty rates.

The Copyright Royalty Distribution Reform Act of 2004, P.L. 108-419, signed into law on November 30, 2004, created a new program in the Library to be funded by appropriations. This replaces the present CARP system which was funded by royalties. The new system of Copyright Royalty Judges (CRJs) will determine distributions of royalties that are disputed and will set or adjust statutory royalty rates, and terms except for the satellite carrier compulsory license.

FY 2005 PRIORITIES

Re-engineering

- Initiate comprehensive staff training for new processes and systems identified in the re-engineering training plan, and coordinate with internal and external providers.
- Begin above-ceiling construction work, as first part of construction phase.
- Locate and prepare leased off-site staff space by August 2005, and prepare to move affected staff to the off-site location in early FY 2006.
- Procure new furniture for delivery in FY 2006.
- Complete tasks in preparation for single-phase construction of CO space by September 2005, with construction beginning in fall 2005, and completion in FY 2006.

- Develop the new information technology infrastructure's full operating capability to support re-engineered processes by June 2006. Conduct pilots.

- Bargain new organizational structure with labor organizations.

Public Services

- Maintain desired processing times for the Office's public services.

FY 2006 PRIORITIES

Re-engineering

- Implement new processes and initiate bridge activities.
- Implement the new organizational structure: staff the new organization; continue change management training and functional training for all staff; align the new organization and employee performance expectations with the Office's mission and strategic plan; continue to cross-train employees for flexible deployment.
- Implement new information technology systems infrastructure: complete pilots; implement enterprise-wide systems.
- Reconfigure facilities: move affected staff to off-site location in early FY 2006; ensure completion of Madison Building space construction, furniture installation, data/telecommunications, millwork, flooring, lighting, and other infrastructure items; move staff back to the Madison Building from the off-site location at the end of FY 2006.

Public Services

- Maintain desired processing times for the Office's public services.

FY 2006 BUDGET REQUEST

The Library is requesting a total of **\$58.191 million** in FY 2006, for the Copyright Office. The total includes mandatory and price level increases \$1.96 million, offset by \$-2.412 million in non-recurring costs, and \$5.461 million in program increases. The FY 2006 budget also reflects a decrease of \$-500 thousand in offsetting collections. Staffing will be maintained at a total of 530 FTEs.

PROGRAM CHANGES

\$5,461,000

Copyright- Basic

(\$4,161,000)

Re-engineering Program

[\$4,000,000]

Over the past year, the Office has revised its original estimates to implement the facilities for the Re-engineering Program. The Office is requesting an additional \$4 million in net appropriations for FY 2006. This represents an increase in total budget authority of \$3.5 million and a decrease in its offsetting collections authority of \$-500 thousand. The request to decrease offsetting collections authority results from a lack of funds in the no-year account to support the additional offsetting collections authority provided to the Office in FY 2005.

Sustaining Staff Capacity

[\$161,000]

Because of the FY 2005 rescission, Copyright - Basic reduced pay by \$-161 thousand. The Library is requesting the restoration of the \$161 thousand in FY 2006 to maintain payroll purchasing power needed to sustain staff capacity.

Copyright Royalty Judges (CRJ) (New Program)

(\$1,300,000)

On May 31, 2005, the Copyright Arbitration Royalty Panels (CARRP) program will be replaced, with one exception, by a Copyright Royalty Judges program. The new program, under the direction of the Office of the Librarian, will determine disputed royalty distributions and set royalty rates of all but one of the statutory licenses. The three Copyright Royalty Judges and three staff are to be funded by \$1.3 million in net appropriations. Six FTEs are being allocated to the new Copyright Royalty Judges from the current CARRP program.

FY 2004 ACCOMPLISHMENTS

Library of Congress Goal 9:

Carry out the statutory mission of the Copyright Office to administer copyright and related laws embodied in Title 17 to provide benefit to the nation.

- Registered more than 661,000 claims covering more than 1 million copies of works. Transferred 1,038,561 copies of works valued at nearly \$36.5 million to the Library.
- Reduced average processing time by 30 percent, shortening the time required to issue a certificate to an average of 80 days.
- Recorded 14,979 documents containing 470,000 titles and reduced document processing time by 50 percent, shortening the time required to issue a certificate of recordation to an average of 33 days.
- Distributed over \$154 million in royalty fees to copyright owners.

- Administered five CARRP proceedings – three rate adjustment proceedings and two distribution proceedings. The rate adjustment proceedings involved setting rates and terms for the digital performance right in sound recordings license and the statutory license for the making of ephemeral recordings to facilitate these transmissions. The distribution proceedings dealt with distribution of royalty fees collected in accordance with the cable compulsory license.

Library of Congress Goal 10:

Formulate and provide expert advice to the Congress, executive branch agencies, courts, and international entities in the furtherance of maintaining a strong and effective national and international copyright system.

- Provided advice and assistance to the Congress on such issues as: (1) statutory license in section 115, which allows the making and distribution of physical phonorecords and digital phonorecord deliveries; (2) extending of statutory license in section 119, for satellite carriers who retransmit distant over-the-air television broadcast stations; (3) Internet streaming of radio broadcasts; (4) use of software to filter out certain types of content during performances of movies on DVDs in private homes; (5) the liability of online services that induce and profit from copyright infringement by making software available, particularly through peer-to-peer technology that enables such infringement; (6) unauthorized recording of motion pictures in a theater and the criminal and civil provisions regarding “pre-release” works; (7) protection against misappropriation type of information databases; and (8) the efficacy of the Vessel Hull Design Protection Act, report to the Congress dated Nov. 1, 2003.
- Recommended, in an Oversight Hearing, an amendment to allow the reproduction, distribution, and public performance of music and motion pictures by nonprofit libraries and archives during the last 20 years of their copyright terms.
- Participated in a number of court cases: (1) two cases in which the Copyright Office successfully defended its rejection of cable and satellite claims filed by Metro-Goldwyn-Mayer Studios, Inc. and Universal City Studios, LLP for their shares of compulsory royalty fees collected in year 2000 on the basis of the studios’ failure to file their claims on a timely basis in accordance with the office’s regulations; (2) a complaint in the Southern District of New York against the Register of Copyrights under the Administrative Procedure Act for the Register’s refusal to register a work; (3) a case in which courts upheld the Copyright Office’s final rule that AM/FM broadcast signals transmitted simultaneously over a digital communications network, such as the Internet, are not exempted from the digital performance right for sound recordings; (4) three cases challenging the constitutionality of copyright statutes; (5) cases involving the constitutionality of specific provisions permitting a copyright owner to obtain a subpoena directing an online service provider to identify an alleged infringer; and (6) two cases involving the constitutionality of provisions which prohibit circumvention of technological measures intended to prevent unauthorized copying.

- Issued final, interim or proposed rules in such areas as: (1) the process and terms by which the office will accept service of process, and the conditions under which employees can be deposed; (2) the adoption of a new seal and logo; and (3) acquisition of unpublished audio and audio-visual radio and television programs for the collections of the Library of Congress.
- Participated in U.S. delegations to the World Intellectual Property Organization on proposed treaties on the protection of broadcasting organizations and the protection of audiovisual performers. Participated in the Hague Conference on Private International Law concerning a draft Convention on Jurisdiction and Foreign Judgments in Civil and Commercial Matters.
- Assisted in negotiations on bilateral Free Trade Agreements (FTA) between the United States and six countries, as well as multilateral agreements, including FTAs with a group of Central American nations, a group of Andean nations, the South African Customs Union, and the Free Trade Agreement of the Americas.
- Hosted two International Copyright Institute symposia during the year: (1) in March 2004, for a delegation from the People's Republic of China on *The Effect of Technology on the Protection of Copyright and Related Rights*; (2) in May 2004, co-sponsored by the World Intellectual Property Organization, for representatives from 17 countries on *Emerging Issues in Copyright and Related Rights for Developing Countries and Countries in Transition*.
- At the request of the House Subcommittee on Courts, the Internet, and Intellectual Property, from July to September, facilitated informal meetings with interested parties regarding modernization of section 115 of the copyright law. Reported to the Subcommittee that while the parties had identified the principal issues of concern, no consensus as to the resolution of those issues was possible and that further discussions were needed.
- At the request of the Senate sponsors of the Inducing Infringement of Copyright Act of 2004, met with interested parties to determine whether a consensus was possible and provided recommendations to the Senators.

Library of Congress Goal 11:

Be an effective voice for the principles of copyright, which benefit the public, by providing information and informing the public debate on copyright issues.

- Responded to 381,845 in-person, telephone, and e-mail requests for information, a 3 percent increase.
- Received nearly 20 million public hits to the Copyright Office web site, a 25 percent increase.

- Launched new Spanish language pages on the Office website, offering basic assistance with copyright law and completion of the copyright registration process. These pages received 130,000 hits during FY 2004.
- The Department of Health and Human Services selected the Copyright Office web site as an example of a government site that meets user expectations with regard to navigation, content, and organization.
- The Register of Copyrights and her senior staff spoke at more than fifty symposia, conferences, and workshops on various aspects of copyright law and the intellectual property world's current challenges. A significant portion of these were about the copyright issues posed by digital content, the Internet, and current technology. Most significantly, the Register delivered the 33rd annual Donald C. Brace Lecture before the Copyright Society of the USA, on the topic of Copyright Enters the Public Domain. She is the third Register to deliver this prestigious address.
- In May 2004, the Register visited Chile and Uruguay at the request of the Department of State, where she spoke to copyright conferences, national legislators, government ministers, librarians, students, and the public on important copyright principles and issues.
- The Office, working with the Library's Office of Strategic Initiatives, launched the Copyright Records Project to determine the feasibility of digitizing millions of Copyright Office paper records from the 1790-1977 period.

The Re-engineering Program supported all three of the copyright-related goals in the Library of Congress Strategic Plan.

- Continued, according to plan, the multi-year program to re-engineer principal Copyright Office public services, including making those services available online. Continued work on three fronts – organization, facilities, and information technology – to support implementation of new processes.
- Continued intensive evaluation of the reorganization package and over 180 draft position descriptions; began process to hire a Training Coordinator.
- Designed a paper application form to replace existing forms. The new form can be scanned into the electronic workflow and will have optimal optical character recognition (OCR) success.
- The Office and its contractor, SRA, produced refined system requirements and a detailed design for the new system. Process owners worked closely with the IT development team on the many process details of the Motion Picture Pilot Project that will begin in February 2005, in which many parts of the re-engineered processes will be tested through registration of actual motion picture claims.

- Selected NCI Information Systems, Inc. (NCI) to conduct independent verification and validation of the new IT system.
- Completed additional documentation for Copyright Office facilities. Completed design development and space plans (submitted April 2004), and 95 percent of construction documents and furniture plan.
- Searched for off-site rental space for temporary staff relocation in FY 2006 while constructing the Copyright Office space in the Madison Building. The Office began regular meetings with the Library's Integrated Support Services and Information Technology Services to resolve issues and prepare detailed plans for the move to and from the off-site facility.

Library of Congress
Copyright Office, Salaries and Expenses
Basic
Analysis of Change
(Dollars in Thousands)

	FY 2006	
	FTE	Amount
Appropriation, FY 2005	492	\$47,115
Minus: Rescission	<u>0</u>	<u>- 377</u>
Adjusted Appropriation, FY 2005	492	\$46,738
Non-recurring Costs	0	0
Mandatory Pay and Related Costs:		
Comparability pay raise 2006		783
Annualization of pay raise 2005		482
Within-grade increases		295
Transit Subsidy Monthly Increase to \$105	<u>—</u>	<u>20</u>
Total, Mandatory Pay and Related Costs	0	1,580
Price Level Changes	0	237
Program Increases:		
Major Ongoing Projects:		
Copyright Re-engineering		4,000
Sustaining Staff Capacity:		
Restoration of FY 2005 pay rescission	<u>—</u>	<u>161</u>
Total, Program Increases	0	4,161
Net Increase/Decrease	<u>0</u>	<u>\$ 5,978</u>
Total Budget	492	\$52,716
Total Offsetting Collections	<u>0</u>	<u>-26,481</u>
Total Appropriation	492	\$26,235

**Library of Congress
Copyright Office, Salaries and Expenses
Basic**

Summary By Object Class
(Dollars in Thousands)

Object Class	FY 2004 Actual Obligations	FY 2005 Enacted ¹	FY 2006 Request	FY 2005/2006 Net Change
11 Personnel Compensation	\$27,355	\$27,941	\$29,369	+ \$1,428
12 Personnel Benefits	6,293	6,872	7,185	+ 313
13 Benefits for Former Personnel	60	63	63	0
21 Travel	204	355	362	+ 7
22 Transportation of Things	9	21	22	+ 1
23 Rent, Communications and Utilities	732	2,307	6,353	+ 4,046
24 Printing and Reproduction	425	475	485	+ 10
25 Other Contractual Services	5,120	3,314	3,380	+ 66
26 Supplies and Materials	308	364	371	+ 7
31 Equipment	317	5,025	5,125	+ 100
41 Grants	0	0	0	0
42 Insurance Claims and Indemnities	0	0	0	0
43 Interest	0	1	1	0
94 Finance Transfers	0	0	0	0
Total, Budget	\$40,823	\$46,738	\$52,716	+ \$5,978

¹ Reflects the FY 2005 Enacted level, less the rescission.

FY 2006 BUDGET REQUEST

The Library is requesting a total of **\$52.716 million** for the Copyright-Basic. This includes mandatory and price level increases of \$1.817 million and a program increase totaling \$4.161 million.

COPYRIGHT OFFSETTING COLLECTIONS AUTHORITY

Copyright Basic Receipts

The Copyright Office requests a decrease in its Offsetting Collections Authority from \$26.765 million to \$26.265 million. The **\$500 thousand** decrease is based on projected annual registration receipts of \$23.183 million and the use of the \$3.082 million from the Copyright Office no-year account.

The Copyright Office no-year receipt account balance totals \$6.164 million as of September 30, 2004. For FY 2005, the Office received an Offsetting Collections Authority increase of \$3.582 million to use no-year account funds to continue the Re-engineering Program implementation. The Office plans to use approximately \$3.082 million from the no-year account in FY 2005 and proposes to use the remaining \$3.082 million in the no-year account to partially fund the final stages of the Re-engineering Program implementation in FY 2006.

Fees processed in FY 2004 increased approximately \$500 thousand over FY 2003. However, this resulted from a delay in processing FY 2003 receipts that were carried over into FY 2004. In FY 2005, no fees were carried over from the previous fiscal year. Furthermore, trend analysis for dollars received and dollars processed in the first quarter of FY 2005 are slightly less than last year's since there was no carryover of receipts, which would dictate a flat growth projection. For the first quarter of FY 2005, the Office processed \$500 thousand less fees than in the same quarter of FY 2004. As a consequence, the Office is cautious in its fee registration receipt forecast for FY 2006 and assumes the same level as in FY 2005.

The Register has no plans to assess the current registration fee schedule to determine fee adjustments until the Reengineering Program implementation is completed at the end of FY 2006. After using the new processes and technologies for a full year in FY 2007, the Office plans to address fee adjustments in its FY 2008 budget submission.

PROGRAM CHANGES

\$4,161,000

Re-engineering Initiative

(\$4,000,000)

FY 2006 is the last year of the Copyright Office's six-year Re-engineering Program initiative to redesign delivery of its public services. In the Office's FY 2005 budget submission, the re-engineering implementation was to be fully funded in FY 2005, to include moving staff off-site, and beginning construction by the Architect of the Capitol (AOC). Due to Congressional requirements for the AOC to have completed an engineering analysis before requesting new construction funding, no construction money was provided in FY 2005 for the AOC to reconstruct Copyright Office space in the Madison Building. As a result, the Copyright Office had to change its implementation time line and fund the implementation in both FY 2005 and FY 2006.

In addition to the schedule change, the Office has revised its original cost estimates to implement the facilities changes for the Re-engineering Program. In FY 2006 the Office is requesting a one-time \$4 million increase in net appropriations, based on higher FY 2006 lease related costs for tentatively identified off-site space. This represents an increase in total budget authority of \$3.5 million and a decrease in its offsetting collections authority of \$-500 thousand. The request to decrease offsetting collections authority results from a lack of funds in the no-year account to support the additional offsetting collections authority provided to the Office in FY 2005.

During FY 2006, the Office will relocate staff to leased off-site space, reconfigure its main facilities, install new equipment and staff workstations, bring the new IT systems infrastructure online, and move staff back from the leased off-site location to begin new operations.

Working closely with the AOC, Integrated Support Services, Information Technology Services, and other appropriate staff and/or contractors, the Copyright Office has adjusted all steps needed to complete the last phase of this project – specifically the design of the new space and the relocation of staff during the renovation. The major reconfiguration of the current Copyright space in the Madison Building requires that copyright employees and operations move to another location during the renovation phase. Further, employees need to move off-site at the same time vs. in stages because the operations are interrelated and cannot be separated. The Office must avoid interruptions in the registration and recordation functions and continue to provide timely services to the public. Because the Library of Congress does not have sufficient swing space to accommodate such a large group of staff and operations, leasing off-site space is necessary. Working with the General Services Administration, the Office plans to sign a contract for lease space in 2005.

The Copyright Office has embarked on an ambitious project that has taken years of planning and painstaking coordination within the Library, with AOC, and with the Congress. This is the final year of the project and is one that requires the most detail and coordination as Copyright prepares to relocate its employees to temporary space and move them back into renovated space within one year. Failure to fund the final portion of the project, including AOC's funding request, will jeopardize the entire project, and result in serious delays and dramatically increased costs to find short-term lease space in out years. The Copyright Office has already funded the majority of expenses for the project, spending \$21 million through FY 2005.

Sustaining Staff Capacity

(\$161,000)

Because of the FY 2005 rescission, the Copyright Office - Basic reduced pay by \$-161 thousand. The Library is requesting the restoration of the \$161 thousand in FY 2006 to maintain payroll purchasing power needed to sustain staff capacity.

The following tables highlight the comparison of Copyright-Basic annual appropriated, offsetting collections, and no-year funds for FY 2005-2006.

Change in Annual Appropriations			
	FY05	FY06	Difference
Total Budget	\$46,738,080	\$52,715,530	\$5,977,450
Offsetting Collections	\$26,765,152	\$26,481,000	-\$284,152
Total Appropriation	\$19,972,928	\$26,234,530	\$6,261,602

	Mandatory/ Price Levels	Program	Non - Recurring	Difference
Total Budget	\$1,816,378	\$4,161,072	\$0	\$5,977,450
Offsetting Collections	\$215,848	\$0	-\$500,000	-\$284,152
Total Appropriation	\$1,600,530	\$4,161,072	\$500,000	\$6,261,602

Change in No-Year Funds		
	FY05	FY06
No-Year Beginning	\$6,164,285	\$3,081,746
No-Year Ending	\$3,081,746	\$0
Difference	\$3,082,539	\$3,081,746

Library of Congress
Copyright Office, Salaries and Expenses
Licensing Division
Analysis of Change
(Dollars in Thousands)

	FY 2006	
	Agency Request	FTE
	Amount	Amount
Appropriation, FY 2005	32	\$3,762
Minus: Rescission	0	- 30
Adjusted Appropriation, FY 2005	32	\$3,732
Non-recurring Costs	0	0
Mandatory Pay and Related Costs:		
Comparability pay raise 2006		59
Annualization of pay raise 2005		37
Within-grade increases		22
Transit Subsidy Monthly Increase to \$105	0	1
Total, Mandatory Pay and Related Costs	0	119
Price Level Changes	0	24
Program Increases	0	0
Net Increase/Decrease	0	\$ 143
Total Budget	32	\$3,875
Total Offsetting Collections	0	-3,875
Total Appropriation	32	\$0

**Library of Congress
Copyright Office, Salaries and Expenses
Licensing Division**

Summary By Object Class
(Dollars in Thousands)

Object Class	FY 2004 Actual Obligations	FY 2005 Enacted ¹	FY 2006 Request	FY 2005/2006 Net Change
11 Personnel Compensation	\$1,831	\$2,117	\$2,212	+ \$ 95
12 Personnel Benefits	399	432	456	+ 24
13 Benefits for Former Personnel	0	0	0	0
21 Travel	4	13	13	0
22 Transportation of Things	0	1	1	0
23 Rent, Communications and Utilities	7	29	30	+ 1
24 Printing and Reproductions	11	48	49	+ 1
25 Other Contractual Services	588	974	994	+ 20
26 Supplies and Materials	11	17	17	0
31 Equipment	32	100	102	+ 2
41 Grants	0	0	0	0
42 Insurance Claims and Indemnities	0	0	0	0
43 Interest	0	1	1	0
94 Finance Transfers	0	0	0	0
Total, Budget	\$2,883	\$3,732	\$3,875	+ \$143

¹ Reflects the FY 2005 Enacted level, less the rescission.

OVERVIEW

The Copyright Office administers the statutory licenses in the copyright law. These licenses deal with secondary transmissions of radio and television programs by cable television systems; the making of ephemeral recordings; the noninteractive digital transmission of performances of sound recordings; the making and distribution of phonorecords of nondramatic musical works; the use of published non-dramatic musical, pictorial, graphic, and sculptural works and nondramatic literary works in connection with noncommercial broadcasting; secondary transmissions of superstations and network stations by satellite carriers for private home viewing; secondary transmissions by satellite carriers for local retransmissions; and the importation, manufacture, and distribution of digital audio recording devices and media.

The Office collects millions of dollars in royalty fees annually from cable operators, satellite carriers, and importers and manufacturers of digital audio recording devices and media; invests the royalty fees, minus the Licensing Division operating costs, in interest-bearing securities with the U. S. Treasury for later distribution to copyright owners; records voluntary licensing agreements between copyright owners and specified users of their works; and examines licensing documents submitted for these statutory licenses to determine whether they meet the requirements of the law.

FY 2006 BUDGET REQUEST

The Library is requesting authority for offsetting collections of **\$3.875 million** for the Copyright Office Licensing Division. This includes an increase of \$143 thousand in mandatory and price level increases. Funding supports a total of 32 FTEs, the same level as in FY 2005.

Change in Annual Appropriations			
	FY05	FY06	Difference
Total Budget	\$3,731,904	\$3,875,189	\$143,285
Offsetting Collections	\$3,731,904	\$3,875,189	\$143,285
Total Appropriation	\$0	\$0	\$0

	Mandatory/ Price Levels	Program	Difference
Total Budget	\$143,285	\$0	\$143,285
Offsetting Collections	\$143,285	\$0	\$143,285
Total Appropriation	\$0	\$0	\$0

Library of Congress
Copyright Office, Salaries and Expenses
Copyright Arbitration Royalty Panels
Analysis of Change
(Dollars in Thousands)

	FY 2006	
	Agency Request	FTE Amount
Appropriation, FY 2005	3	\$2,194
Minus: Rescission	<u>0</u>	<u>- 22</u>
Adjusted Appropriation, FY 2005	3	\$2,172
Non-recurring Costs	- 3	- 1,872
Mandatory Pay and Related Costs	0	0
Price Level Changes	0	0
Program Increases	0	0
Net Increase/Decrease	<u>- 3</u>	<u>- \$1,872</u>
Total Budget	0	\$300
Total Offsetting Collections	<u>0</u>	<u>- 300</u>
Total Appropriation	0	\$0

**Library of Congress
Copyright Office, Salaries and Expenses
Copyright Arbitration Royalty Panels**

Summary By Object Class

(Dollars in Thousands)

Object Class	FY 2004 Actual Obligations	FY 2005 Enacted ¹	FY 2006 Request	FY 2005/2006 Net Change
11 Personnel Compensation	\$313	\$193	\$0	- \$193
12 Personnel Benefits	74	51	0	- 51
13 Benefits for Former Personnel	0	0	0	0
21 Travel	0	4	0	- 4
22 Transportation of Things	0	17	0	- 17
23 Rent, Communications and Utilities	0	1	0	- 1
24 Printing and Reproductions	129	102	0	- 102
25 Other Contractual Services	64	1,797	300	- 1,497
26 Supplies and Materials	0	2	0	- 2
31 Equipment	0	5	0	- 5
41 Grants	0	0	0	0
42 Insurance Claims and Indemnities	0	0	0	0
43 Interest	0	0	0	0
94 Finance Transfers	0	0	0	0
Total, Budget	\$580	\$2,172	\$300	-\$1,872

¹ Reflects the FY 2005 Enacted level, less the rescission.

OVERVIEW

The Copyright Arbitration Royalty Panels (CARP) program funded by royalty fees and by participants is being replaced by the Copyright Royalty Judges (CRJ) Program, under the Copyright Royalty and Distribution Reform Act of 2004, P.L. 108-419, signed into law on November 30, 2004. This law will be funded by new net appropriations. However, there are still some proceedings that will or may operate under the old CARP system during FY 2006. The satellite carrier statutory license rate setting proceedings are subject to CARP panels, which necessitates a CARP program in accordance with the Satellite Home Viewer Extension and Reauthorization Act of 2004, signed into law on December 7, 2004. It is also possible that a cable operator statutory license rate setting procedure may be initiated before the effective date of the new law, May 31, 2005, in which case it will be a CARP proceeding and continue into FY 2006. The CARP proceedings include the cost of the arbitrators which will be paid for by the participants, and staff and other expenses will be funded from the royalty pools.

FY 2006 BUDGET REQUEST

The Library is requesting a total of **\$300 thousand** in offsetting collections authority for Copyright Arbitration Royalty Panels (CARPs). This is a net decrease of \$-1.872 million and -3 FTEs.

Change in Annual Appropriations			
	FY05	FY06	Difference
Total Budget	\$2,171,643	\$300,000	-\$1,871,643
Offsetting Collections	\$2,171,643	\$300,000	-\$1,871,643
Total Appropriation	\$0	\$0	\$0

	Mandatory/ Price Levels	Program	Difference
Total Budget	\$0	-\$187,643	-\$187,643
Offsetting Collections	\$0	-\$187,643	-\$187,643
Total Appropriation	\$0	\$0	\$0

Library of Congress
Copyright Office, Salaries and Expenses
Copyright Royalty Judges
Analysis of Change
(Dollars in Thousands)

	FY 2006	
	Agency Request	FTE
	Amount	Amount
Appropriation, FY 2005	3	\$ 540
Minus: Rescission	<u>0</u>	<u>0</u>
Adjusted Appropriation, FY 2005	3	\$ 540
Non-recurring Costs	0	- 540
Mandatory Pay and Related Costs	0	0
Price Level Changes	0	0
Program Increases:		
Unfunded Mandates:		
Copyright Royalty Judges Program	<u>3</u>	<u>1,300</u>
Total, Program Increases	3	1,300
Net Increase/Decrease	<u>3</u>	<u>\$ 760</u>
Total Budget	6	\$1,300
Total Offsetting Collections	<u>0</u>	<u>- 1</u>
Total Appropriation	6	\$1,299

Library of Congress
Copyright Office, Salaries and Expenses
Copyright Royalty Judges

Summary By Object Class

(Dollars in Thousands)

Object Class	FY 2004 Actual Obligations	FY 2005 Enacted ¹	FY 2006 Request	FY 2005/2006 Net Change
11 Personnel Compensation	\$0	\$311	\$714	+ \$403
12 Personnel Benefits	0	85	208	+ 123
13 Benefits for Former Personnel	0	0	0	0
21 Travel	0	2	5	+ 3
22 Transportation of Things	0	2	18	+ 16
23 Rent, Communications and Utilities	0	1	17	+ 16
24 Printing and Reproductions	0	31	120	+ 89
25 Other Contractual Services	0	47	84	+ 37
26 Supplies and Materials	0	1	7	+ 6
31 Equipment	0	60	127	+ 67
41 Grants	0	0	0	0
42 Insurance Claims and Indemnities	0	0	0	0
43 Interest	0	0	0	0
94 Finance Transfers	0	0	0	0
Total, Budget	\$0	\$540	\$1,300	+ \$760

¹ Reflects the FY 2005 Enacted level, less the rescission.

OVERVIEW

Since 1978, the Office has administered the statutory licensing provisions of copyright law. In 1993 Congress established and placed Copyright Arbitration Royalty Panels (CARP) in the Library of Congress to set royalty rates for these licenses and determine the distribution of royalties. CARP is funded by royalty fees and by the participants in the CARP proceedings. This program is, with one exception, being replaced, per the Copyright Royalty and Distribution Reform Act of 2004, P.L. 108-419, signed into law on November 30, 2004. Rate setting procedures for the satellite license (section 119) are subject to a CARP which will require a CARP appropriation in accordance with the Satellite Home Viewer Extension and Reauthorization Act of 2004. The new program will have three Copyright Royalty Judges (CRJs) and their staff, funded by net appropriations. The CRJs will set rates for all licenses except the satellite license, and will determine royalty distributions for the three licenses where the Copyright Office has collected the royalty fees.

FY 2006 BUDGET REQUEST

The Library is requesting new permanent funding of **\$1.3 million** in net appropriations to replace the Copyright Arbitration Royalty Panels (CARP). The funding will support three full-time CRJs and three staff positions. The 6 positions/FTEs were transferred from the CARP program (3 each in FY 2005 and FY 2006) for a net zero change in the Copyright Office's total FTEs. The CRJs primary task will be to set rates and terms for the various statutory licenses and to determine the distribution of royalty fees collected by the Copyright Office.

PROGRAM CHANGES

\$1,300,000/3 FTEs

Establishment of Copyright Royalty Judges

(\$1,300,000/3 FTEs)

The intent of the new CRJ program is to reduce the significant arbitration costs to the participants of the current CARP program and ensure copyright and economics expertise in those who decide on rates and terms, royalty distributions, and acceptance or rejection of royalty claims. The legislation replaces outside arbitrators with three permanent CRJs.

The Librarian of Congress, in consultation with the Register of Copyrights, will appoint three CRJs, who will serve six-year terms and may to be reappointed. The CRJs will be employees of the Library of Congress. Unlike the CARP program, the new CRJ program will **NOT be funded through royalty fees**, but rather the program, including the salaries of the CRJs and the three support staff, must be funded through a new appropriation. As a result, cost will no longer be a barrier to participation by parties in rate proceedings because participants will not be required to pay *ad hoc* decision-makers for their services, as is the case with the current CARP program. Moreover, the

use of CRJs, who will serve for an extended period of time, will foster consistent decision-making and preserve institutional expertise. Each CRJ must be an attorney with at least 7 years of legal experience, and the Chief CRJ must have at least 5 years of experience in adjudications, arbitrations, or court trials. Of the other two CRJs, one must have a significant knowledge of copyright law and the other must have a significant knowledge of economics. The CRJ program also provides for three full-time staff members to assist the judges in performing their duties.

These three judges are responsible for setting the rates and terms for the statutory licenses that allow for: 1) the retransmission of copyrighted broadcast programming by cable systems and satellite carriers; 2) the making and distribution of phonorecords; 3) the reproduction and performance of a sound recording by means of a digital audio transmission; and 4) the use of certain copyrighted works in connection with noncommercial broadcasting. Every five years, the CRJs must initiate a proceeding to reconsider the statutory rates and terms for these licenses. These proceedings will be held in different years in accordance with the schedule set forth in the law. In addition, the judges will conduct distribution proceedings for the cable and satellite royalty fees deposited with the Copyright Office and the fees collected for the making, importation, and distribution of digital audio recording devices and media. The CRJs will also have authority, unlike the CARPs, to determine the status of a digital audio recording device or digital audio interface device under chapter 10 of the Copyright Act.

Rates and terms are to be set, and distribution determinations are to be made, in one of two ways. Parties with a significant interest in the outcome may either negotiate a voluntary settlement setting forth the statutory rates and terms or the distribution determination, as the case may be, or participate in a formal hearing before the CRJs who will make the final determination. CRJs are the final arbiters of questions of fact and have full independence in making determinations of copyright royalty rates and terms, and the distribution of copyright royalty fee. However, they must consult with the Register of Copyrights on novel questions of copyright law and on determinations that impose a duty on the Copyright Office to perform some task. Moreover, the Register may review for legal error the CRJs resolution of a material question of substantive law in accordance with the provisions of title 17.

The CRJ program is seen as an improvement over the CARRP system because it lowers the cost to the participants, requires decision makers to have certain subject matter expertise, and makes use of institutional knowledge to render consistent decisions. Moreover, the CRJ program vests the judges with the continuing authority to correct any technical or clerical errors, or to modify any terms in response to unforeseen circumstances, and grants them authority to promulgate notice and recordkeeping requirements for use of certain licenses.

Change in Annual Appropriations				Mandatory/ Price Levels/		
	FY05	FY06	Difference	Program	Difference	
Total Budget	\$0	\$1,300,000	\$1,300,000	\$1,300,000	\$1,300,000	
Offsetting Collections	\$0	\$1,000	\$1,000	\$1,000	\$1,000	
Total Appropriation	\$0	\$1,299,000	\$1,299,000	\$1,299,000	\$1,299,000	

Library of Congress
Congressional Research Service
Salaries and Expenses
Analysis of Change
(Dollars in Thousands)

	FY 2006	
	Agency Request	Amount
	FTE	Amount
Appropriation, FY 2005	729	\$ 96,893
Minus: Rescission	<u>0</u>	<u>- 775</u>
Adjusted Appropriation, FY 2005	729	\$ 96,118
Non-recurring Costs:		
XML Capability	—	- 545
Total, Non-recurring Costs	0	- 545
Mandatory Pay and Related Costs:		
Comparability pay raise 2006		1,954
Annualization of pay raise 2005		1,198
Within-grade increases		1,093
Transit Subsidy Monthly Increase to \$105		25
Reallocations	—	<u>339</u>
Total, Mandatory Pay and Related Costs	0	4,609
Price Level Changes	0	488
Program Increases:		
Major Ongoing Projects:		
CRS Research Materials		1,000
Sustaining Staff Capacity:		
CRS base adjustment		2,853
Restoration of FY 2005 pay rescission	—	<u>766</u>
Total, Program Increases	0	4,619
Net Increase/Decrease	<u>0</u>	<u>\$ 9,171</u>
Total Budget	729	\$105,289
Total Offsetting Collections	<u>0</u>	<u>0</u>
Total Appropriation	729	\$105,289

**Library of Congress
Congressional Research Service
Salaries and Expenses**

Summary By Object Class
(Dollars in Thousands)

Object Class	FY 2004 Actual Obligations	FY 2005 Enacted ¹	FY 2006 Request	FY 2005/2006 Net Change
11 Personnel Compensation	\$66,478	\$68,915	\$75,546	+ \$6,631
12 Personnel Benefits	13,949	15,075	16,638	+ 1,563
13 Benefits for Former Personnel	13	762	796	+ 34
21 Travel	240	277	283	+ 6
22 Transportation of Things	3	2	2	0
23 Rent, Communications and Utilities	684	636	648	+ 12
24 Printing and Reproductions	101	137	140	+ 3
25 Other Contractual Services	4,579	5,358	4,975	- 383
26 Supplies and Materials	3,397	2,976	4,241	+ 1,265
31 Equipment	1,693	1,978	2,018	+ 40
41 Grants	0	0	0	0
42 Insurance Claims and Indemnities	2	0	0	0
43 Interest	0	2	2	0
94 Finance Transfers	0	0	0	0
Total, Budget	\$91,139	\$96,118	\$105,289	+ \$9,171

¹ Reflects the FY 2005 Enacted level, less the rescission.

OVERVIEW

The mission of the Congressional Research Service (CRS) is to work exclusively and directly for all Members and Committees of the Congress in support of their legislative and oversight functions. CRS provides high quality research and information services that are authoritative, timely, objective, nonpartisan, and confidential. The Service's expert staff support the Congress' decision making by addressing public policy issues in a multi-disciplinary, integrative manner. CRS also works cooperatively with other congressional support agencies – the Congressional Budget Office and the General Accountability Office – and with other formal entities of the Congress.

To carry out its mission, CRS experts assist Members and their staffs as they address public policy problems by analyzing the extent of the problems, options for addressing the problems, and consequences of those options. This assistance is provided throughout the legislative process – from the development of legislative proposals; through the design and content of congressional hearings; during Member deliberations in committee, on the floor, and in conference; and as policy is implemented and evaluated. CRS offers a broad range of multi-disciplinary research services directly related to the public policy deliberations of the Congress. These services include confidential, individual policy consultations and memoranda; analytic reports; econometric and computer-simulated modeling; risk assessments; and a secure CRS web site available only to the Congress.

FY 2005 PRIORITIES

In November 2004, CRS held its annual business and management planning meeting to clarify business priorities and complete the Service's FY 2005 Operating Plan. The FY 2005 Operating Plan sets forth a financial plan that supports the CRS strategic program goal, objectives, and targets.

- The CRS Director articulated principles underlying *The Work* objective that will enable building a research community dedicated to fulfilling the CRS mission:
 - The work must clearly and resolutely focus on public policy problems receiving active attention by the Congress and attendant policy issues and information needs, with a special emphasis on needs requiring objectivity and a high level of expertise.
 - The work must be accomplished through the full and collaborative engagement of the most appropriate analytical and informational research expertise from across the Service.
 - The work must demonstrate a commitment to anticipating and meeting congressional needs as they evolve with changes in policy and legislative contexts.
- Specific and concrete actions through which these fundamental underpinnings will be met are:

- Develop and sustain research agendas based on policy-making needs of the Congress.
- Develop and sustain intellectual content that matches research agendas.
- Build on relatedness across the work, and increase both the breadth and depth of research collaboration across the Service.
- Evaluate and maintain products and services to reflect the current context in which the Congress is operating.
- Monitor the changing needs of the Congress to anticipate and meet those needs as they evolve.
- The CRS Director established principles associated with *The Expertise* objective focusing on developing the knowledge and skills needed to carry-out work at a sustained, high level of excellence, and promoting and facilitating systematic and effective use of that capacity by all relevant parts of the Service in order to anticipate and meet the policy-making needs of the Congress. Specific actions through which this objective will be achieved are:
 - Assure timely and effective use of Service-wide expertise by developing and sharing research frameworks that facilitate planning and implementing work in policy research areas; and requiring full staff participation in collaborative, creative, and informed work activities.
 - Implement continuing, effective professional development by keeping all staff informed by the most relevant and authoritative information resources; assuring that all staff actively engage in seeking and providing intellectual support and mentoring; and encouraging all staff to exploit readily available and highly pertinent opportunities for training and collaborative work with other professionals.
 - Develop and sustain a fully effective management team by implementing a CRS Performance Assessment System for the assistant and associate directors; building new position descriptions for other senior managers to revise and delineate management responsibilities and achieve integration among all senior management duties; and adapting and extending the CRS Performance Assessment System to apply to all CRS senior managers effective in calendar year 2006.
- Finally, the CRS Director established principles associated with *The Infrastructure* objective: CRS will develop and use tools and services that fully and efficiently meet the informational, analytical, and communications needs of individuals and collaborative groups across the CRS research community and that provide the Congress with ready access to CRS knowledge available both directly from our experts and from their research products. In addition to the continuity of day-to-day operations, the Director identified a number of specific targets to be met in FY 2005 by the CRS infrastructure leadership to ensure maximum efficiency and effectiveness in

the full application of the Service's resources to accomplishing the long-term mission and strategic goal:

- Complete a review of the CRS authoring system and modify or replace the current system to overcome existing shortcomings and anticipate future needs.
- Create and staff a graphics/tables clinic to assist research staff in selecting appropriate and feasible options for data and spatial representations; to assist in creating these; and to help expand the use of graphics and tables where they would improve efforts to convey analytical insights and information.
- Create a management information system to facilitate efforts of the CRS research community to view and manage CRS groups of products relating to ongoing congressional policy interests, and to facilitate monitoring and maintaining active products.
- Develop and implement the technical infrastructure, based on the CRS consolidated database, necessary for supporting products in the active, archived, and non-distributable categories.
- Develop and implement systems for creating and revising the online Current Legislative Issues system in the working context of the CRS consolidated database and related improvements in producing and retrieving CRS product files.
- Develop a methodology and implement bi-annual program/financial reviews of plant and operating expenses.
- Assure that labor-management concerns are addressed so as to assist CRS managers and staff in undertaking their work, including the implementation of the new collective bargaining agreement and implementation of the Knowledge Services Group reorganization.

FY 2006 PRIORITIES

In FY 2006, CRS will continue to carry out its core mission and achieve its single strategic goal of providing the Congress with nonpartisan legislative analysis and information support as it addresses public policy issues. The Service will respond to the needs of the Congress and ensure research capacity to cover the broad range of legislative issues that they will consider during the 2nd session of the 109th Congress.

The objective and targets for *The Work* will remain largely as they are in FY 2005. CRS will clearly and resolutely focus on public policy problems that are receiving the active attention of the Congress, with primary emphasis placed on those questions that require objectivity and a high level of expertise. The work will be accomplished through the full and collaborative engagement of the analytical and informational research expertise of all of CRS and will demonstrate a proactive commitment to anticipating and meeting congressional needs as the policy and legislative contexts change.

The objective and targets for *The Expertise* will remain intact in FY 2006, despite constrained staffing levels in the preceding years, by realizing the full impact of various management and human capital initiatives. CRS is anticipating a partially retooled workforce in the Knowledge Services Group (KSG), which will be integrated into its respective research divisions. An updated CRS Performance Assessment System will be in place covering all senior managers, and Service-wide expertise will be used more effectively through the sharing of research frameworks.

Under the objective and targets for *The Infrastructure*, management will focus on working smarter to further maximize the effectiveness of the internal operations that support the Service's ability to provide quality service to the Congress. CRS will implement adjustments to business processes based upon the results of analyses conducted in FY 2005 to evaluate — using a cost and benefits alternatives analysis framework — all CRS project initiatives and operating expenditures to determine if more efficient and effective methods of delivering equivalent or improved support services to the Service at large can be achieved.

FY 2006 BUDGET REQUEST

The Library is requesting a total of **\$105.289 million in FY 2006** for CRS. This represents a net increase of \$9.171 million over FY 2005, and is comprised of \$5.097 million for mandatory and price level increases, offset by \$-545 thousand in non-recurring costs for XML capacity, and \$4.619 million in program changes to sustain an overall capacity to meet the needs of the Congress.

PROGRAM CHANGES

\$4,619,000

Sustaining Staff Capacity

(\$3,619,000)

The Library is proposing a **one-time budgetary adjustment of \$3.619 million to sustain a CRS FTE capacity level of 729**. This adjustment **includes the restoration of \$766 thousand rescinded in pay in FY 2005**. Without the additional funding, CRS estimates that the current budget base will afford only about 700 FTEs in FY 2005 and beyond — about 29 FTEs short of its long-standing FTE ceiling. Every CRS strategic objective and target will be affected by this initiative.

CRS is improving the way it supports the Congress. The research and analytic work has become increasingly complex and interdisciplinary. Congress is able to acquire factual information directly through electronic resources from CRS and elsewhere. One result of this increase in readily available information is that the questions directed to CRS are now typically much more complex and require custom analytic responses.

CRS has promised the Congress a highly useful and productive experience each time Congress comes to CRS for research assistance and policy analysis. The Service believes that the current ceiling of 729 FTEs represents an appropriately-sized organization to provide Congress with that positive experience consistently; thereby, meeting the policy-making needs of the Congress with excellence. The 729 FTEs would afford CRS with a total of just four FTEs (research, technical and other support, and management positions combined) for each of the major, active policy areas for which

CRS has maintained ongoing support through: (1) the CRS Current Legislative Issues system which provides congressional 24/7 online access to research products written and kept current to reflect the evolving setting in which the Congress is working; and (2) ongoing congressional access through a variety of channels to confidential, interactive and tailored responses from CRS experts.

The dynamics of the one-time cost adjustment is the confluence of several factors that have presented themselves over recent years:

- A dramatic change in the workforce composition is the most significant factor. During the past ten years, CRS has adapted its workforce to meet the analytic and research needs of the Congress. Efforts to reach and maintain a substantive presence on the Web — with coverage on more than 165 complex legislative issues and averaging six products per issue — requires a very highly skilled, knowledgeable, and motivated workforce, one that is increasingly expensive to sustain.
- For the period FY 1995 to FY 2004 (with the exception of FY 1998), the Library/CRS received mandatory funding adjustments for staff salary and benefit costs in an amount less than what was ultimately paid to the employees.
- The CRS workforce has historically remained with the Service for the duration of their federal career — often staying well beyond their retirement-eligibility date. As a result, CRS is somewhat behind the Civil Service Retirement System (CSRS) to the Federal Employees Retirement System (FERS) transition curve when compared to the rest of the federal sector.
- FY 2005 and FY 2006 cost projections are based on very recent CRS experience wherein: (1) the majority of CRS retirements and separations are CSRS staff, and (2) the majority of new CRS hires are coming from the private sector/school and eligible only to participate in FERS. The employer-paid benefit rate for a FERS employee is nearly double that of a CSRS employee making the same base salary. Actual CRS expenditures demonstrate that, by the end of FY 2004, a FERS employee's fringe benefits were costing 27 percent of the base salary relative to 13.5 percent for CSRS.
- CRS is requesting approval of its FY 2005 plan to use the Voluntary Separation Incentive Authority to reengineer its information professionals workforce — formerly referred to generally as *information specialists* — which includes librarians, paralegals, information specialists, and library technicians. If approved, CRS will offer a maximum of 30 separation incentive payments. In the pool of 125 staff eligible for the separation incentive, 34 are already eligible for full, optional retirement (33 are CSRS participants) and another 38 are eligible for early retirement (10 are CSRS participants). Given that the approvals will be based upon length of CRS service, it is a statistical certainty that nearly all of the separations will be CSRS employees. It is also most likely that the new, replacement staff will be FERS employees — resulting in an unusually high one-time employer-paid benefit rate increase in FY 2006.

The \$3.619 million one-time budgetary adjustment equates to about 29 CRS staff - or approximately 48,000 productive work hours a year. Without the one-time funding adjustment, CRS would have to staff down (through attrition without replacements) to a level of approximately 700 FTEs. The Service will have exhausted all measures of financial flexibility and be forced to adjust staffing levels to sustain its basic operating expenses. The impact of a long-term staffing reduction would be an equivalent effect of reducing CRS services to the Congress in one out of every 20 major policy areas in which the Congress can be expected to be actively engaged in 2006.

Research Materials

(\$1,000,000)

The Library is requesting an increase of \$1 million for CRS to expand its collection of electronic research materials.

Providing accurate, timely, and comprehensive research and analysis services to the Congress is becoming increasingly difficult due to financial constraints related to the funding available for the purchase of research materials.

The changing world environment has influenced Congressional requests for research and analysis. A significant portion of the current requests that CRS receives require subject-specific materials in new public policy subject areas such as homeland security and terrorism. Both print and electronic publishers are creating new resources tailored to these subject areas; however, the materials are expensive. Further, these materials are highly specialized and are not acquired by the Library for CRS use. Within the current funding levels projected for FY 2005 and FY 2006, CRS is unable to sustain acquisition of all of the current research materials needed by CRS analysts and at the same time add a substantive collection of new items.

A more recent development is the increased complexity of acquiring electronic resources, which presents a new set of unique challenges. In some cases, the CRS research needs require both print and electronic formats and the Service may choose specifically to purchase multiple formats for particular publications to meet its research needs. The marketplace today often dictates the acquisition of research materials through an aggregated product distribution strategy, i.e., the consumer acquires a collection of publications in a single format, or the consumer acquires a collection of publications in multiple formats. These aggregated acquisitions consume a majority of CRS' funding and, in most cases, there are no viable alternatives to obtain the publications needed.

While for the most part there is a general cost-effectiveness to aggregated or *bundled* purchases, this distribution strategy — which benefits publishers and aggregators — poses two business challenges to the consumers (e.g., libraries and research environments): (1) such collections often result in an overlap of acquisitions (duplicative materials) and receipt of some out-of-scope materials that are not in the areas of customer's interest; and (2) the cost of maintaining a cross-disciplinary core collection in multiple formats is so much greater today that the acquisition of more highly specialized materials is at risk if funding is limited. In other areas, research materials are available only in electronic format and must be acquired by licensing agreement, identifying the number of concurrent users or total number of potential

users. Negotiated annual increases in site licenses for the larger, more expensive electronic resources (e.g., Lexis-Nexis, Westlaw, Factiva) are often 5 to 10 percent annually, which exceeds recent price level increases for inflation.

There are a number of critical electronic research materials which CRS is currently unable to adequately provide to staff due to prohibitive cost and form the basis for requesting an increase of \$1 million in FY 2006. These resources are continuously requested by CRS research staff in order to respond to Congressional inquiries and fall into two categories:

- Expanding Access to Currently Acquired Materials. To take full advantage of the wealth of information that certain resources provide, CRS proposes extending access to all CRS research desktops. The present mode of access limits CRS staff usage and restrains staff from their potential research utility. This group includes resources such as: *Oxford Analytica*, *Jane's Defense Equipment Library*, *Economist Intelligence Unit*, and *Inside Washington*.
- Adding New Items to the Research Materials Portfolio. A number of tailored electronic products are extremely desirable for CRS researchers. They exemplify subject-specific, but extremely costly, resources which CRS staff require to answer inquiries in areas of current interest to the Congress. This group includes resources such as:
 - *PIERS*, which includes comprehensive statistics, available retrospectively to the 1970's on exporting and importing, including data for companies. Also included are global cargo shipments by seaport, with breakdowns by types of cargo. Increased security concerns at U.S. ports since September 11, 2001 have led to new policy initiatives, such as the Department of Homeland Security's Customs Container Security Initiative.
 - *Prescription Drug Pricing Proprietary Databases*, which will expand CRS' capacity to analyze prescription drug policy options by acquiring data on drug prices. Issues regarding prescription drugs will grow in interest and importance in the coming years. Information on prescription drug prices is critical to understanding the cost implications of recently enacted legislation and to evaluate any future policy options regarding prescription drugs.
 - *Bloomberg LP*, which is an important source of financial analysis, data and business news for professional investors around the world. Its data are widely used by the private sector financial services community.

The CRS staff expertise provides members of Congress with invaluable insight on the pressing policy issues of the day. In order to maintain the high level of service that the Congress has come to expect, CRS must have access to the latest research materials. Escalating costs have limited CRS staff access to new materials, such as electronic resources, which often come with a high demand and high price. Congress has the reasonable expectation that CRS has access to the same materials to which they refer in an inquiry. The additional funding will ensure CRS staff have access to the most current, comprehensive, and relative research materials available, resulting in the best possible public policy analysis for the Congress.

FY 2004 ACCOMPLISHMENTS

Library of Congress Goal 12:

Carry out the statutory mission of the Congressional Research Service to assist the Congress as it undertakes its legislative responsibilities by providing multi-disciplinary, nonpartisan, confidential, timely, and objective analysis of public policy problems and their possible solutions.

This goal was achieved through staff and financial resources expended on three focused objectives:

• Objective 1 - *The Work* - Develop, manage, and execute a research agenda, and produce an array of CRS products and services, based on both the current and the anticipated legislative needs of the Congress.

- CRS employed specially tailored, agency-wide research frameworks in supporting demanding public policy areas such as the wars in Afghanistan and Iraq; global terrorism; intelligence reform; continuity of the Congress in the event of a national emergency; and the Social Security, Medicare, and Medicaid programs. CRS experts responded with immediate support on matters that suddenly were on the agenda, including a comprehensive interdisciplinary response to the 9/11 Commission Report that involved 70 written products; legal analysis related to the Abu Ghraib prison controversy; and an assessment of implementation issues of the new Medicare prescription drug benefits. Throughout the year, CRS provided the Congress with a broad range of analytic and information support in a number of other policy areas, including homeland security and the protection of physical assets critical to the U.S. infrastructure; immigration and the eligibility of aliens for public benefits; bio-terrorism, including in-depth work on threats posed by various types of biological agents; economic issues including the pace of post-recession job creation and growing federal budget deficit; omnibus energy legislation; and various facets of U.S. interaction with the People's Republic of China. From the start of the 2nd session of the 108th Congress, CRS supported more than 165, and as many as 180, major policy problems and maintained more than 1,000 products key to the legislative agenda – an 11 percent increase relative to the 900 products maintained the year before. As a result of these efforts, the Congress had available the resources and analyses pertaining to public policy issues it considered as it carried out its legislative responsibilities.

• Objective 2 - *The Expertise* - Develop, manage, and execute a staffing plan to ensure the Service sustains an intellectual capacity, via an appropriate mix of permanent and contract staff to meet the changing needs of the Congress.

- Although not yet at full capacity, CRS managed to increase its staff to 713 FTEs in FY 2004 – an increase of 21 FTEs, or 3.1 percent over FY 2003. In addition, CRS augmented support activities through outsourcing, reaching a full FY 2004 capacity of 757 productive work years. CRS extended its research capacity through partnerships with public policy schools at four leading universities, resulting in five completed and eight new study projects and the provision of unique developmental

research opportunities for students. Additional breadth and diversity were achieved through internship and recruitment efforts with the Hispanic Association of Colleges and Universities, Atlanta University Consortium Institutions; with organizations in the African American community, such as the United Negro College Fund; and a partnership with the Asian Pacific American Institute for Congressional Studies. CRS continued its efforts on succession planning to ensure continuity of service to the Congress as seasoned employees retire, focusing at the highest level on improved integration into the workforce of new hires.

• **Objective 3 - *The Infrastructure* - Sustain an efficient internal infrastructure, that is responsive to the specific needs of the Service, and partners effectively with other units throughout the Library to provide high-quality support enabling the Service to carry out its mission.**

• CRS maintained a strong internal infrastructure that provided a robust and comprehensive range of strategic planning, financial management, human resource, legal, and information services specifically focused on the unique requirements of maintaining an integrated research community with a secure and confidential relationship with the Congress. The Service takes responsibility under its statutes for infrastructure requirements specific to managing a full-service research community working in partnership with the infrastructure organizations of the larger Library of Congress and under the principles of a distributed business model. Some of the more externally visible FY 2004 infrastructure service results include enhancements to the Legislative Information System (LIS); significant growth in the availability, security, and use by the Congress of CRS web services; progress on implementation of an Alternative Computing Facility (ACF); and continued development of a corporate database to integrate, and better support requirements of the research and product management processes. Finally, CRS reached agreement on a new, four-year master bargaining unit contract covering 80 percent of the CRS workforce.

Library of Congress
Books for the Blind and Physically Handicapped
Salaries and Expenses
Analysis of Change
(Dollars in Thousands)

	FY 2006	
	FTE	Amount
Appropriation, FY 2005	128	\$54,412
Minus: Rescission	<u>0</u>	<u>- 435</u>
Adjusted Appropriation, FY 2005	128	\$53,977
Non-recurring Costs:		
NFB NEWSLINE	<u> </u>	<u>- 198</u>
Total, Non-recurring Costs	0	- 198
Mandatory Pay and Related Costs:		
Comparability pay raise 2006		215
Annualization of pay raise 2005		132
Within-grade increases		81
Transit Subsidy Monthly Increase to \$105	<u> </u>	<u>2</u>
Total, Mandatory Pay and Related Costs	0	430
Price Level Changes	0	1,034
Program Increases	0	0
Net Increase/Decrease	<u>0</u>	<u>\$ 1,266</u>
Total Budget	128	\$55,243
Total Offsetting Collections	<u>0</u>	<u>0</u>
Total Appropriation	128	\$55,243

Library of Congress
Books for the Blind and Physically Handicapped
Salaries and Expenses

Summary By Object Class
(Dollars in Thousands)

Object Class	FY 2004 Actual Obligations	FY 2005 Enacted ¹	FY 2006 Request	FY 2005/2006 Net Change
11 Personnel Compensation	\$6,961	\$7,659	\$8,007	+ \$ 348
12 Personnel Benefits	1,410	1,611	1,693	+ 82
13 Benefits for Former Personnel	0	2	2	0
21 Travel	186	242	246	+ 4
22 Transportation of Things	58	53	54	+ 1
23 Rent, Communications and Utilities	1,172	1,349	1,318	- 31
24 Printing and Reproduction	1,099	1,132	1,155	+ 23
25 Other Contractual Services	4,836	5,408	5,516	+ 108
26 Supplies and Materials	2,453	2,238	2,282	+ 44
31 Equipment	31,967	34,283	34,970	+ 687
41 Grants	0	0	0	0
42 Insurance Claims and Indemnities	0	0	0	0
43 Interest	0	0	0	0
94 Finance Transfers	0	0	0	0
Total, Budget	\$50,142	\$53,977	\$55,243	+ \$1,266

¹ Reflects the FY 2005 Enacted level, less the rescission.

OVERVIEW

The Library of Congress, as authorized by Public Law 89-522, administers a national reading program for blind and physically handicapped residents of the United States and for all U.S. citizens living abroad. Under the management of the National Library Service for the Blind and Physically Handicapped (NLS), books and magazines in braille and recorded formats, as well as specially designed playback equipment, are produced and distributed through a network of state and locally supported libraries. Program policy is to provide eligible readers with access to a broad collection of general interest reading material in adequate quantity and scope, in appropriate language and reading level, and with careful attention to quality control of all products. Advisory committees, all of which include consumer and library representatives, provide recommendations for program additions and enhancements. In addition, research and evaluation are conducted to improve the quality of books, equipment, and service.

Background

A free national library program of braille and recorded materials for blind and physically handicapped persons is administered by the NLS. NLS selects and produces full-length books and magazines in braille and on cassettes. Reading materials are distributed to a cooperating network of regional and subregional (local) libraries where they are circulated to eligible borrowers. Reading materials and playback machines are sent to borrowers and returned to libraries by postage-free mail. Established by an act of Congress in 1931 to serve blind adults, the program was expanded in 1952 to include children, in 1962 to provide music materials, and again in 1966 to include individuals with other physical impairments that prevent the reading of standard print. In 1996, the U.S. Copyright Law was amended to allow NLS to produce audio and braille books without the requirement to gain permission from the copyright holder.

Eligibility

Anyone who is unable to read or use standard printed materials as a result of temporary or permanent visual or physical limitations may receive service. A survey sponsored by NLS found that two million persons with some type of visual impairment may be eligible and another million with physical conditions such as paralysis, missing arms or hands, lack of muscle coordination, or prolonged weakness could benefit from the use of reading materials in recorded form.

Book Collection

Books are selected on the basis of their appeal to a wide range of interests. Bestsellers, biographies, fiction, and how-to books are in great demand. A limited

number of titles are produced in Spanish and other languages for readers whose primary language is not English. Registered borrowers learn of new books added to the collection through two bimonthly publications, *Braille Book Review* and *Talking Book Topics*. Through an online union catalog every user and every network library has access to the entire NLS book collection and to the resources of several cooperating agencies.

Magazines in audio and braille formats are offered through the program. Readers may request free subscriptions to *U.S. News and World Report*, *National Geographic*, *Consumer Reports*, *Good Housekeeping*, *Sports Illustrated*, *Sports Illustrated for Kids*, *People*, *Rolling Stone*, *PC World*, *Smart Computing*, *Bon Appétit*, *the Women's NBA schedule*, and many other popular magazines. Current issues are mailed to readers at the same time the print issues appear.

Volunteer Services

Free correspondence courses leading to certification in braille transcribing (literary, music, and mathematics braille) and braille proofreading are offered. Auditions and informal training are given to volunteer tape narrators affiliated with local recording groups. A directory of volunteer groups that produce books for libraries and individuals is published biennially. Volunteers may call on NLS staff for their expertise in braille transcription and recording techniques.

Research and Development

The NLS research program is directed toward improving the quality of reading materials and related equipment, controlling program costs, and reducing the time required to deliver services to users. Significant research activities include development of a digital talking book player and methods for producing and distributing digital audio books and periodicals.

FY 2005 PRIORITIES

- Research, design and produce audio digital and web braille magazines, books and talking book players for program patrons by:
 - Continuing efforts to design a Digital Talking Book (DTB) machine. Arrangements with the General Services Administration resulted in the issuance of a Request for Proposal (RFP), bids received, and a targeted January 2005, award date.
 - Providing digital access to audio magazines through the Web. A pilot produced data from which an audio magazine/book download effort will be designed.

- Continuing the development and implementation of digital specifications for all production stages of books and magazines.
- Providing and expanding web braille services to patrons.
- 10,000 audio titles from the NLS analog collection will be converted to digital format over a three-year period beginning in FY 2005. (\$500,000)
- NLS is in the process of contracting for the services of a commercial design and development firm that has experience in taking a consumer product from concept to manufacturing. The process is expected to span about three years and includes extensive user testing of both the physical player and its complex software to ensure that the final product fully meets user needs. (\$1,000,000 new no-year Funding **and** \$1,000,000 current no-year funding)

FY 2006 PRIORITIES

- Continue priorities noted in FY 2005 and produce a DTB machine and distribution medium.
- Initiate a web book pilot.
- Design and provide an array of services, content, and equipment through existing and new digital technology.
- Produce Digital Talking Books – approximately 2,000 titles, and convert analog books to DTB format – approximately 3,000 titles.
- Build a DTB collection containing 10,000 titles digitally converted from NLS audio analog books (FY 2005-2007).
- Design and produce prototypes of a National Information Standards Organization (NISO) compliant DTB machine.
- Design a DTB circulation system.
- Design DTB container and labels.

FY 2006 BUDGET REQUEST

The Library is requesting a total of **\$55.243 million in FY 2006** to support the Books for the Blind and Physically Handicapped program. This reflects a net increase of \$1.266 million above FY 2005 and includes \$1.464 million for mandatory and price level increases, offset by \$-198 thousand in non-recurring costs for the National Federation of the Blind *NEWSLINE*.

PROGRAM CHANGES

While no additional program funds are required in FY 2006, NLS will continue to use the \$1.5 million provided in FY 2005, and maintained in the base, to develop the DTB player and to convert NLS' current analog collections to digital format. FY 2006 is the second year of a three-year program to convert 10,000 audio titles from analog to digital format. No additional funds are required for player production until FY 2007.

FY 2004 ACCOMPLISHMENTS

Library of Congress Goal 13:

Ensure a high-quality, responsive, and free national reading program is available to the nation's blind and physically handicapped people.

- Since 1931, expanded NLS network from 19 libraries to 57 regional and 77 subregional libraries throughout the U.S.
- Circulated more than 24 million copies of recorded and braille books and magazines to a readership of 766,000.
- Provided access to 402,000 titles (19 million copies). Audiobook readers borrow an average of 31 books and magazines a year. Braille readers average 20 books and magazines a year.
- Provided and expanded web braille services to patrons of the NLS program. Currently 8,200 book and magazine titles and music scores are available to 3,600 users - up from 6,700 titles/scores in FY 2003.
- Provided an additional 2,021 audio book titles and 627 braille book titles to serve an expanded readership.

**Library of Congress
Reimbursable Funds**

Analysis of Change
(Dollars in Thousands)

	FY 2006 Agency Request	
	FTE	Amount
Obligational Authority, FY 2005	5	\$1,064
Minus: Rescission	<u>0</u>	<u>- 9</u>
Adjusted Obligation Authority, FY 2005	5	\$1,055
Non-recurring Costs	0	- 3
Mandatory Pay and Related Costs	0	0
Price Level Changes	0	0
Program/Project/Activity Increases	<u>0</u>	<u>248</u>
Net Increase/Decrease	<u>0</u>	<u>\$ 245</u>
Total Obligational Authority, FY 2006	5	\$1,300

**Library of Congress
Reimbursable Funds**

Summary By Object Class
(Dollars in Thousands)

Object Class	FY 2004 Actual Obligations	FY 2005 Enacted¹	FY 2006 Request	FY 2005/2006 Net Change
11 Personnel Compensation	\$159	\$294	\$294	0
12 Personnel Benefits	41	78	78	0
13 Benefits for Former Personnel	0	0	0	0
21 Travel	2	12	9	- 3
22 Transportation of Things	0	0	0	0
23 Rent, Communications and Utilities	0	0	0	0
24 Printing and Reproduction	2	0	0	0
25 Other Contractual Services	269	558	806	+ 248
26 Supplies and Materials	9	9	9	0
31 Equipment	3	104	104	0
41 Grants	0	0	0	0
42 Insurance Claims and Indemnities	0	0	0	0
43 Interest	0	0	0	0
44 Refunds	0	0	0	0
Total, Obligational Authority	\$485	\$1,055	\$1,300	+ \$ 245

¹ Reflects the FY 2005 Enacted level, less the rescission.

OVERVIEW

Under authority of the Economy Act (31 U.S.C. 1535-1536), the Library provides reimbursable services to organizational units within the Library and to other Federal government agencies when it is determined by both parties that the Library can provide the service in a more economical and cost-effective manner. In each instance, the Library and the customer enter into an interagency agreement which sets forth the scope and cost of the service. Funds are transferred from the customer agency and credited to the Library's accounts to pay for all of the direct and indirect costs. Any funds transferred to the Library in excess of the actual costs are returned to the customer-agency at the end of the performance period.

OBLIGATIONAL AUTHORITY

In FY 2006, the Library is requesting obligational authority of **\$1.3 million** for its reimbursable program. The requested authority is for the Library's interagency agreements.

The Library's interagency reimbursable customers include:

- The **Congressional Budget Office** and the **Office of Compliance** – for financial management, administrative support, and mainframe computer processing services from the Library's management support organizations.
- The **Open World Leadership Center Trust Fund** – for financial management, legal assistance, event planning, administrative support, and mainframe computer processing services from the Library's management support organizations.
- The **Abraham Lincoln Bicentennial Commission** – for financial management, legal assistance, event planning, administrative support, and mainframe computer processing services from the Library's management support organizations.
- The **Department of Homeland Security** – for legal research, opinions, and advisory support from the Library's Law Library.

**Library of Congress
Revolving Funds**

Analysis of Change
(Dollars in Thousands)

	FY 2006	
	FTE	Agency Request Amount
Obligational Authority, FY 2005	147	\$105,921
Minus: Rescission	<u>0</u>	<u>- 879</u>
Adjusted Obligation Authority, FY 2005	147	\$105,042
Non-recurring Costs	0	- 789
Mandatory Pay and Related Costs	0	438
Price Level Changes	0	357
Program/Project/Activity Increases	<u>0</u>	<u>3,595</u>
Net Increase/Decrease	<u>0</u>	<u>\$ 3,601</u>
Total Obligational Authority, FY 2006	147	\$108,643

**Library of Congress
Revolving Funds**

Summary By Object Class
(Dollars in Thousands)

Object Class	FY 2004 Actual Obligations	FY 2005 Enacted ¹	FY 2006 Request	FY 2005/2006 Net Change
11 Personnel Compensation	\$8,126	\$9,373	\$9,987	+ \$ 614
12 Personnel Benefits	1,806	2,356	2,477	+ 121
13 Benefits for Former Personnel	0	3	0	- 3
21 Travel	116	182	203	+ 21
22 Transportation of Things	195	201	271	+ 70
23 Rent, Communications and Utilities	644	715	789	+ 74
24 Printing and Reproduction	434	453	828	+ 375
25 Other Contractual Services	36,752	39,071	39,987	+ 916
26 Supplies and Materials	1,118	1,260	1,298	+ 38
31 Equipment	29,356	51,282	52,726	+ 1,444
41 Grants	0	0	0	0
42 Insurance Claims and Indemnities	0	0	0	0
43 Interest	0	0	0	0
44 Refunds	62	146	77	- 69
Total, Obligational Authority	\$78,609	\$105,042	\$108,643	+ \$3,601

¹ Reflects the FY 2005 Enacted level, less the rescission.

OVERVIEW

The Library of Congress administers several revolving fund activities under the authority of 2 U.S.C. 160 and 2 U.S.C. 182 a-c, as amended. These activities support the acquisition of library materials, preservation and duplication of the Library's audio-visual collections, special events and programs, classification editorial work, research and analysis, and retail sales. All of these activities further the work of the Library and its services to its customers and the general public.

In **FY 2006**, a total of **\$108,643 million**, in obligational authority, is requested for the Library's revolving fund programs, a net increase of \$3.601 million over FY 2005. This reflects an increase of \$732 thousand in pay costs and \$2.869 million in non-pay costs.

Program increases reflect adjustments in the activities of the Cooperative Acquisitions Program, Gift Shop Operations, Special Events and Public Programs, FEDLINK, Federal Research Program (FRP), Clapp Publication Fund, and the Traveling Exhibits Fund, offset by decreases in the Duplication Services, Document Reproduction and Microfilm Services, Decimal Classification Development Program. Adjustments were the result of heightened security in overseas field offices, the reestablishment of the Country Studies Program in the FRP, and continued efforts to streamline revolving fund operations, increase market bases through product line enhancements, and investigation of new market opportunities.

OBLIGATIONAL AUTHORITY

Obligational authority is requested as follows:

2 U.S.C. 160

- The **Verner Clapp Publishing Fund** sells facsimiles of historic and rare materials in the Library's collections in the form of books, pamphlets, and related items. In FY 2006, the Library is requesting obligational authority of **\$383 thousand** for the publishing program.
- The **Traveling Exhibition Fund** supports the loan and display of select, major exhibitions, prepared by the Library, to municipal and private museums throughout the world. In FY 2006, the Library is requesting obligational authority of **\$112 thousand** for these touring exhibition activities.
- The **Cafritz Foundation Scholarly Activities Fund** covers expenses related to the publication of the Library's exhibit catalogs, posters, and related exhibitions. In FY 2006, the Library is requesting obligational authority of **\$3 thousand** for publication activities.

- The **Elizabeth Hamer Kegan Fund** promotes the activities of the American Folklife Center through publication and/or distribution of folklife-related publications, recordings, crafts and art objects. In FY 2006, the Library is requesting obligational authority of **\$4 thousand** for the Center's activities.

- The **DaCapo Fund** supports publications, concerts, lectures, and other special projects, using the Music Division's collections. In FY 2006, the Library is requesting obligational authority of **\$21 thousand** for Music Division activities.

2 U.S.C. 182

- The **Cooperative Acquisitions Program** secures hard-to-acquire research materials on behalf of participating U.S. research libraries. These materials are obtained by the Library's six overseas offices, which purchase additional copies of items selected for the Library's own collections based on the individual subject and language profiles supplied by the participating institutions. Each program participant pays for the cost of the publications, shipping, binding, and a surcharge that recovers the Library's administrative costs of providing this service. Materials are acquired from 43 countries on behalf of more than 104 research institutions. Some 500,000 pieces were acquired through this program in FY 2004. In FY 2006, the Library is requesting obligational authority of **\$3.82 million** for the Cooperative Acquisitions Program.

2 U.S.C. 182a, as amended by PL 107-68, SEC. 207

- The **Duplication Services Revolving Fund** provides preservation and duplication services for the Library's audio-visual collections, including duplication services for motion pictures, videotapes, sound recordings, and radio and television broadcasts. This fund also provides access to copies of these collections for on-site, public-viewing purposes and preservation services to other non-profit archival institutions, for the acquisition of historically and culturally important audio-visual materials for the Library's collections. In FY 2006, the Library is requesting obligational authority of **\$792 thousand** for the activities of the Duplication Services Revolving Fund.

2 U.S.C. 182b, as amended by PL 107-68, SEC. 208

- The **Decimal Classification Development Program** finances editorial work performed by the Decimal Classification Division, which produces and maintains editions of the *Dewey Decimal Classification (DDC)*, in printed and electronic formats, and other related Dewey products, including the Abridged Edition 15. In FY 2006, the Library is requesting obligational authority of **\$360 thousand** for editorial activities.

- **Gift Shop Operations** supports retail sales activities of the Library. In FY 2006, the Library is requesting obligational authority of **\$1.752 million** for retail sales.
- **Document Reproduction and Microfilm Services** provides preservation microfilming services for the Library's collections. It also provides photocopy, microfilm, photographic, and digital services to other libraries, research institutions, government agencies, and individuals in the US and abroad. In FY 2006, the Library is requesting obligational authority of **\$4.007 million** for these activities.
- The **Special Events and Public Programs Revolving Fund (SEPP)** supports staff expenses and other costs associated with the coordination of Congressional, outside organization, and Library-sponsored events, such as the annual National Book Festival Gala and the award ceremony and dinner for the presentation of the Kluge Prize. In FY 2006, the Library is requesting obligational authority of **\$2.237 million** for Library of Congress special events and programs.

2 U. S. C. 182c

- **Federal Library and Information Network (FEDLINK)** supports more than 1,200 federal offices, providing cost-effective training and a centralized procurement process for the acquisition of books, library support services, serials, and computer-based information retrieval services. The consolidated purchasing power permits the Library to negotiate economical contracts with more than 100 vendors. In FY 2006, the Library is requesting obligational authority of **\$90.594 million** for the FEDLINK program.
- **Federal Research Program (FRP)** provides customized research reports, translations, and analytical studies for entities of the Federal Government and the District of Columbia on a cost-recovery basis. The products derived from these services make the Library's vast collections available to analysts and policy makers throughout the Federal and District of Columbia governments, maximizing the utility of the collections through the language and area expertise of the FRP staff. In FY 2006, the Library is requesting obligational authority of **\$4.558 million** for FRP.

**Architect of the Capitol
Library of Congress Buildings And Grounds**

OVERVIEW

The Architect of the Capitol (AOC) is responsible for the structural and mechanical care and maintenance of the Library's buildings and grounds, which are critical components of the Library's infrastructure. Projects are submitted to the AOC as part of the Library's multi-year Capitol budget plan.

FY 2006 BUDGET REQUEST

The total FY 2006 budget request is **\$83.318 million**, of which \$52.18 million supports projects specifically requested by the Library. The remaining funding supports the AOC's proposed multi-year life and safety capital improvements and its operating budget. The following describes each of the projects:

LIBRARY OF CONGRESS CLIENT PROJECTS

I. ANNUAL RECURRING BUDGET ITEMS

\$4,730,000

AOC Minor Construction

(\$1,300,000)

The AOC minor construction budget provides a contingency for unforeseen capital improvements and repairs that are the responsibility of the Architect, as well as funding for facility projects and routine office moves requested by LOC Service Units. This budget, together with the AOC budget for space modifications, represents a primary source of funding for routine office moves and space modifications. The FY 2006 request reflects same funding level as FY 2005.

Culpeper Operations & Maintenance (Facility Support)

(\$2,200,000)

Funding is required to provide essential building operations and maintenance support at the new National Audio-Visual Conservation Center in Culpeper, Virginia. The AOC is responsible for all mechanical and structural care, operation and maintenance of essential building systems and facility support not provided by the Library. (Part of AOC's operating budget.)

The increase of \$700K represents the roll-out of the facility in FY 2006.

Ft. Meade Operations & Maintenance (Facility Support)

(\$580,000)

New funding is required to provide essential building operations and maintenance support for Ft. Meade Book Modules 1 and 2. Book Module 1 is operational, and Book Module 2 construction will be completed in FY 2005, and a higher level of on-

site support is required. The AOC will contract out for this operation and maintenance support. The AOC is responsible for all mechanical and structural care, operation and maintenance of essential building systems and facility support not provided by the Library. (Part of AOC's operating budget.)

LOC Space Modifications (Rooms and Partitions) (\$650,000)

The Space Modifications budget provides funding for routine facility projects and office moves requested by LOC Service Units. This budget, together with the AOC budget for minor construction, represents a primary source of funding for routine office moves and space modifications. While the FY 2006 request is the same level as provided in FY 2005, a needs requirements survey indicates that FY 2005 support needs already exceeds \$850 thousand, producing an immediate backlog in FY 2006. Funding is critical in meeting life safety standards, ensuring uninterrupted program operations, and providing efficient use of space. (Part of AOC's operating budget.)

II. ANNUAL NON-RECURRING BUDGET ITEMS \$5,500,000

Copyright Office Move (\$5,500,000)

Supports the last phase of the Copyright Office's Re-engineering Project. Reflects costs related to the modifications and renovations in the James Madison Building needed to implement the Copyright Office Re-engineering Facility Redesign. The amount requested would fund the cost of construction and other expenses that are the responsibility of the Architect. Other support costs related to the space modifications are presented in the Copyright Office's budget.

III. STUDY, DESIGN AND CONDITION ASSESSMENT \$1,250,000

Redesign - Ft. Meade Copyright Deposit (\$800,000)

The Congress authorized funds in FY 2003 (\$1.9M) for the design of the new Copyright Deposit Facility at Ft. Meade. Working with the AOC and an outside architectural firm, the Copyright Office completed this process in August 2003. The estimated construction cost for the facility, as designed, is \$59.1 million.

In recognition of tight budgetary constraints, the Library wants to explore an alternative approach that would result in a modular building that could be constructed in phases over time. The requested funds (\$800 thousand) would provide for design modifications of the facility so that it could be built in phases, reducing initial construction funding by \$14 million to \$18 million and still satisfy the short and long-term goals of the project.

Design - Decks B/C/D - TJB

(\$ 450,000)

Funding is requested for development of an architectural and engineering design for upgrades required on Decks B, C and D to resolve numerous Fire Protection, Life Safety, and Heating, Ventilation, and Air Conditioning (HVAC) problems.

Currently, most of the space is unoccupied and can't be fully utilized until these very important upgrades are made. Renovating these decks will add over 25,000 square feet to the Library space inventory to be used for book storage, collection staging, and office space. Without this funding, it would take over 10 years to resolve these shortfalls.

IV. MULTI-YEAR CAPITAL IMPROVEMENTS

\$40,700,000

Ft. Meade Modules 3 & 4

(\$40,700,000)

Funding is requested for construction of Book Modules 3 and 4 at Ft. Meade. These modules have already been designed and will provide critically needed collections processing and storage space and cold vaults for unique and growing special format collections. This program is critical to meeting the Library's mission to sustain and preserve a universal collection of knowledge and creativity for future generations, and will provide relief to collections storage and resulting safety problems in the Library's Capitol Hill buildings.

AOC LIFE and SAFETY PROJECTS

II. ANNUAL NON-RECURRING BUDGET ITEMS

\$1,775,000

Repair Life Safety Deficiencies

(\$ 400,000)

This project will provide materials and labor to complete necessary repairs to several extensive life safety deficiencies identified by the Office of Compliance. A comprehensive inspection was conducted by the Office of Compliance in 2001 identifying several hundred deficiencies.

Repair Partition Supports, JMB

(\$250,000)

This project replaces the top track of the demountable partitions in the James Madison Building. The existing partitions may fall when overloaded with shelves and stored materials. The new top track mounting device significantly increases the structural capability of the wall system to prevent failures. Work involves removing furniture and furnishings from around the walls, removing the wall and replacing the top track and reinstalling the wall in its original position. Work is accomplished at night using several temporary employees. This is a multi-year effort and is expected to be completed in FY 2007.

Painting, TJB Arches

(\$245,000)

Paint is peeling from the eight arches in the Main Reading Room of the Thomas Jefferson Building. These arches are highly visible and the main reading room is the premier tourist attraction on Capitol Hill. Scaffolding must be erected at each arch to complete the repainting work. It is expected that this project will take four years to complete and will be separately funded each fiscal year. Painting was completed on the first arch in FY 2004, and two additional arches will be completed in FY 2005.

Replace Sidewalks, JAB and TJB

(\$100,000)

A multi-year phased project was developed to systematically replace all of the sidewalks around the Thomas Jefferson (TJB) and John Adams Buildings (JAB). The existing sidewalks are spalled, cracked and in disrepair causing potentially unsafe walking surfaces. Work is currently ongoing on the northeast side of the TJB. Work in FY 2006 will include the west side of JAB and the south side of TJB.

Preservation Environmental Monitoring

(\$ 80,000)

Significant upgrades are necessary for the system monitoring capabilities associated with temperature and humidity monitoring within collections space, in all Library Buildings. A multi-year project has been developed to make the necessary improvements and expand the current system. Work is ongoing in the JMB and work is planned for the TJB and JAB. Specific work involves installing and wiring new temperature and humidity sensors in collections storage spaces with monitoring capabilities through both AOC and LOC computer systems.

Upgrade Filtration Efficiency to 95%

(\$700,000)

This security and emergency preparedness project will modify the existing outside air intakes and associated air handling units with 95 percent efficient filters in the JMB, TJB and JAB. The current filtration systems are typically 80-85 percent efficient. The 95 percent efficient filters are proved to stop the infiltration of many known chemicals and contaminants and will be a significant increase in security and life safety in the Library Buildings. The scope of this project is to provide upgraded filters and modify air handling units as necessary.

III. STUDY, DESIGN AND CONDITION ASSESSMENT

\$2,400,000

Condition Assessment

(\$2,400,000)

This effort will document the existing condition of all building systems and architectural elements for the JMB, TJB, JAB, and the Special Facilities Center for the Library of Congress. This condition assessment will form the basis for a 10-year capital improvement plan and is a major strategic initiative for the AOC.

IV. MULTI-YEAR CAPITAL IMPROVEMENTS

\$9,670,000

High Voltage Switchgear Replacement, TJB

(\$1,090,000)

This project is required to ensure the reliability of electric power supply at the TJB. The high voltage switchgear and associated cables constitutes the backbone of the 13.8kV power distribution system to the building.

High Voltage Switchgear Replacement, JMB

(\$1,180,000)

This project is required to ensure the reliability of electric power supply at the JMB. The high voltage (HV) switchgear and associated cables constitutes the very backbone of the 13.8kV power distribution system to the building.

Smoke Detector Upgrades, JAB

(\$3,700,000)

This project will upgrade the JAB to current code requirements for fire alarm systems. This project involves renovation and expansion of the existing smoke detection systems throughout the JAB. If not funded, the building will remain code deficient and would put the occupants, public visitors, the building and its contents at an increased life-safety risk condition.

Smoke Detector Upgrades, JMB

(\$3,700,000)

This project will upgrade the JMB to current code requirements for fire alarm systems. This project involves renovation and expansion of the existing smoke detection systems throughout the JMB. If not funded, the building will remain code deficient and would put the occupants, public visitors, the building and its contents at an increased life-safety risk condition.

V. OPERATING BUDGET

\$17,293,000

Reflects AOC's total operating budget of \$20.723 million, less \$3.43 million specifically requested by the Library (and presented under annual recurring budget items section) for space modifications and facilities support.